

TITLE: Education Manager

REPORTS TO: Director of Education

STATUS: Non-Exempt, 20 hours per week for first year, with potential to grow to full-time

ABOUT BLOOMINGDALE SCHOOL OF MUSIC

Bloomingdale School of Music is a nonprofit community music school located on Manhattan's Upper West Side and serving over 650 students from all over greater New York City. The school has an extraordinary faculty, an innovative program, and a fifty-year record of providing access to high quality music instruction in private lessons, classes, and school partnerships. Bloomingdale is at an exciting time in its history, focused on strengthening the program within the school and proactively building relationships and connections in the community we serve. The school is housed in a five-story brownstone at 323 West 108th Street, between Broadway and Riverside Drive. The facility has 14 teaching studios, a recital hall, and offices. More information may be found at the school's website www.bsmny.org.

ABOUT THE POSITION

The Education Manager is part of the program team at Bloomingdale, working to develop teaching and learning at the school as well as contributing to day to day operations. This position oversees partnerships within the community, summer and vacation programming, Adult and Creative Aging programming, and program evaluation.

CORE RESPONSIBILITIES

- School Partnerships
 - Oversee and manage school partnership programs – currently PS75, The School at Columbia; stay in communication, send invoices, process requests, work with school administrators to advertise Bloomingdale's in-house programming and discounts
 - Work closely with off-site faculty
 - Complete Bloomingdale's Vendor Contract Application with the Department of Education; update as needed
 - Recruit new partner schools in the geographical area
 - Plan, execute and host school partner events as necessary
 - Attend off-site partner concerts
 - Evaluate success of programs through school and student surveys and observation
 - Assess faculty needs in partner schools
 - Develop relationships with teachers at all local schools and serve as primary liaison to promote Bloomingdale's in house programming
- Summer and Vacation Programming
 - Develop and create new programming for school vacations (mid-winter, spring and summer breaks) or one-day workshop opportunities (federal holidays)
 - Oversee all programming for Summer and Vacation Programming
 - Working with Student Services and External Relations Associate to recruit students
 - Working with workshop leaders to set schedules, communicate with student participants and order materials
 - Overseeing workshop leaders and assistant
 - Hire and manage assistant (if necessary)
 - Assist in coordination of and attend Community Sharing Hours and BBQs
 - Oversee budget of programs

- Work with Student Services
 - Work closely with the Director of Student Services, develop summer and vacation schedules
 - Problem solve collectively around faculty-student-parent issues that arise.
 - Survey families of their experiences, analyze data and make adjustments to future programs as needed
- Adult and Creative Aging
 - Oversee and manage Adult and Creative Aging programs for adults over 55
 - Develop relationships with potential partners and recruit new partnerships
 - Oversee faculty leading Creating Aging work
 - Stay current with trends and needs in the field
 - Build community on-site with current adult participants
 - Schedule and host Adult Sharing Hours (informal recitals), receptions and special events for adults on site
- Programming Team
 - Attend regular meetings
 - Work closely with the Director of Education

SKILLS and QUALIFICATIONS

- Bachelors or Masters in Music, Education, and/or Arts Administration
- 4+ years Education Program Administration
- Highly experienced administrative and organizational skills, systems builder and extraordinary communication skills.
- Management and work experience in a collaborative and collegial manner.
- Experience as a teacher or teaching artist a plus.
- Previous work with older students and older adults a plus.
- Experience managing faculty and staff in a community music setting, experience as a teacher and performer a plus.
- Dedication to diversity and inclusion, and experience working with diverse communities of people.
- Strong passion for music, education, and community as a positive force for bringing people together in a positive, inclusive, and exciting way.
- Proactive problem solver, excellent relationship-builder, trustworthy, and open to diverse points of view.
- Willing to commit to full year with flexible schedule. Some weekends and nights will be required.

SALARY

This is a non-exempt position starting with a flexible 20-hour per week schedule. It includes some weekend and evening attendance. Growth to full time position may be possible. Salary is commensurate with experience.

TO APPLY

Candidates interested in this position should send a cover letter and resume to lgravino@bsmny.org. Put "Education Manager" in the subject line.

Bloomingdale School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.