

EAST BAY CENTER FOR THE PERFORMING ARTS

JOB POSTING

MUSIC COORDINATOR

About East Bay Center for the Performing Arts

East Bay Center for the Performing Arts (The Center) was founded in Richmond immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond youth with music, theater, and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,000 youth in 13 schools. The Center's staff consists of approximately 20 administrative staff and 50-60 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

Position Summary

The Music Coordinator is responsible for ensuring high quality music programming for East Bay Center through supporting the Associate Director: Student Development & Training and the Director of School Partnerships, directly supervising teaching artists, and managing Private Lesson relationships and curriculum in the Center's music education programs.

Through a combination of administrative work and teaching, the Music Coordinator ensures that all Center students receive the support and training necessary to imagine and create new worlds for themselves and their communities through the performing arts.

The Music Coordinator will need to pay careful attention to program calendar dates, programs, and individual Diploma student objectives, exercising ongoing proactive communications and problem solving with Center staff and colleagues.

The Music Coordinator will be one of the first points of contact for prospective students and students and families enrolled in music classes, including private lessons. They will play a key role in the day-to-day operations of programmatic activities and support the Main Site Department to ensure that program operations are run efficiently and smoothly. The Music Coordinator will also oversee Private Lessons, and assist as needed in scheduling group classes and coordinating the Young Artist Diploma Program (YADP).

Examples of Duties and Responsibilities:

(Please note that this is not an exhaustive list of duties and responsibilities)

- Oversee 75+ private lessons for East Bay Center Diploma and Non-Diploma Students, including:
 - Overseeing the private lesson payroll and budget
 - Systematic monitoring and oversight of artistic growth of students
 - Administering, monitoring, and communicating private lesson scholarship funds, including reviewing criteria and eligibility
- Align private lessons with other main site programs in order to have the most efficient system for registration and ongoing operations
- Supervise and direct the work of all faculty and staff focused on private lesson program development and delivery
- Oversee hiring, onboarding and orientation of Private Lesson faculty
- Produce 2-3 student private lessons weekend recitals per year
- Support high quality music programming at the Center's main site, including:
 - Reviewing the depth, clarity, and appropriateness of instruction as well as alignment between private lessons, group classes and ensembles
- Meet regularly with assigned Diploma students to review progress and assess needs
- Observe classes, providing instructional feedback to Main Site team
- Coordinate annual student music performances, in conjunction with program and production staff
- Support Center students' in creating college artistic supplement portfolios and recordings
- Supervise and direct work of non-ensemble Center music faculty
- Oversee instrument inventory at the Center
- Review, assess, and problem solve instrument needs
- Ensure that the Program Assistant and Facilities Coordinator provides regular updates and follows through on repairs as necessary, scheduling regular check-ins
- Teach/substitute in the onsite and school partnership programs as needed

Knowledge and Skills (typically required of the position)

The ideal Music Coordinator will have:

- Ability to effectively train and onboard new teaching artists
- Passion for music and high-level proficiency, including experience as a performing artist and a broad understanding of music pedagogy (across instrument families)
- Experience working in under-resourced communities with socio-economic, racial and culturally diverse classroom settings
- Ability to effectively manage large groups of students
- Experience coordinating music assemblies and performances
- An exhibited ability to work with children in a caring and respectful manner in order to create a joyful, caring classroom environment where instructional time includes community building, conflict resolution, skill-building, and empowering students
- Experience working with administrative teams, including use of administrative tools (payroll systems, excel)
- Maturity, humility, strong work ethic, sense of humor, collaborative nature, and a can-do attitude
- Belief that all students can express themselves artistically and achieve at high levels

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with ability to maintain a calm and patient demeanor with students, staff and constituents.
- Thorough understanding of various special education needs and services.
- Thorough understanding of and the ability to implement a variety of effective teaching methods.
- Thorough understanding of policies, laws, and guidelines related to teaching students in a public education environment.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software

Work Schedule: 40 hours per week, Tuesdays through Saturdays

Requirements:

- A Bachelor's degree; teaching credential or Master's a plus
- 5+ years of experience working with children and youth developing music curriculum

Other Requirements:

- Must successfully pass a comprehensive Criminal Background Check
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States

Supervision: Supervises Registrar plus up to 15 music faculty

Compensation: \$62,000.00 - \$67,000.00 annually

Benefits:

EBCPA offers an array of benefits, including:

- Medical, dental and vision benefits to eligible employees
- Vacation, sick leave, and up to twelve (12) paid holidays per year for eligible employees
- Professional Development Opportunities
- Retirement Plan (403-B)

Application Process:

If interested, please submit the following documents:

- Resume and cover letter as a Word or PDF document
- A list of three(3) professional references
- Send documents via email to: Deborah Preston, Director of Human Resources – deborah.preston@eastbaycenter.org
- Please include in the subject line: Music Coordinator

(Note: We expect to fill this position in August, 2023)

Please note that failure to submit the required documents may disqualify you from further consideration.

East Bay Center for the Performing Arts is an Equal Opportunity Employer.