

Cumberland Valley School of Music
Job Title: Program Manager
Part-time – 18 hours per week (12/1/18-2/28/19), non- exempt
Full-time – min. 30 hours per week (begin 3/1/19), non- exempt

SUMMARY: The program manager is responsible for the creation and execution of CVSM music education and performance offerings, including in-house and outreach programs, ensuring that these programs are in line with the mission of CVSM. The program manager also creates and manages long-term goals and develops new programs to support the strategic direction of the school. Advocates and facilitates program scope and needs in the pipeline between the executive director and faculty.

DIRECTLY RESPONSIBLE TO the Executive Director

WORKS WITH CVSM Staff, Faculty, and community members.

DUTIES AND RESPONSIBILITIES

PROGRAMMING:

- Develop and implement lessons, classes, camps, and workshops that align with the mission of CVSM, to provide high-quality instruction and experiences for attendees, and to provide the appropriate instructors for each program. Promote programs online through social media.

FACULTY SUPERVISION AND DEVELOPMENT

- Attract, hire and retain the most qualified teaching artists in the area according to the needs of the school. Create a cohesive team by maximizing the strengths and talents of individual instructors. Provide a platform for them to showcase their abilities, Make sure they feel encouraged. Engage individual instructors in the wider mission of the school.

PERFORMANCES AND EVENTS:

- Develop and implement performances and events which align with the mission of CVSM emphasizing high quality performances and showcasing a vital and energetic community.

OPERATIONS:

- Oversee the registration software and payment process to be utilized by the CVSM Registrar, parents/students, and faculty members.

DEVELOPMENT:

- Identify programs that may need financial support to run effectively, articulate the need to Executive Director. Assist in the acquisition of funding as appropriate.

QUALIFICATIONS

Knowledge of

Advanced music training and/or experience, such as bachelor's degree or professional performing experience

Management experience preferred

Skill and ability to

Establish and maintain cooperative relationships with those connected in the course of work; respond to sensitive matters and/or situations with discretion, tact, and confidentiality; coordinate projects and meet deadline; utilize standard business and desktop publishing software including Microsoft products (Outlook, Word, Excel and Publisher)

Deadline to apply: October 18, 2018

Include cover letter, resume, and application emailed to heather@cvsmusic.org

or mailed to CVSM, ATTN: Heather McEndree, 1015 Philadelphia Avenue, Chambersburg, PA 17201