



Job Description: Program Manager

Program Description

Q the Music is an after-school music education program in Dayton, Ohio to provide and strengthen orchestra instruction to students in grades third through sixth at Ruskin Elementary and band instruction to seventh and eighth grade students at Edwin Joel Brown Middle School. Operating in partnership with the Miracle Makers, Omega Community Development Corporation and the Dayton Philharmonic Orchestra, students receive academic tutoring, a nutritious snack, and group and private music instruction delivered by outstanding local musicians.

Q the Music focuses on group achievement, teamwork, and developing the student as a future citizen as well as a musician. Fun, fast-paced, instruction keeps students engaged and results in better discipline, focus, self-confidence, and musical achievement.

This position is a part-time beginning in January 2023 with the potential of becoming a full-time position. On-site hours will be from approximately 20 hours per week, 2:00 – 6:00pm Monday-Fridays with occasional early afternoon, nights and weekends for special concert events, performances, planning and meeting time.

Job Description:

The Program Manager will be responsible for the administration and ongoing oversight of both Q The Music programs at Ruskin Elementary and Edwin Joel Brown Middle School. The initial concentration of time will be focused on the Pilot program at EJ Brown and then both schools in late spring for implementation of the 2023-2024 school year. They will work closely with the Q program staff, After School Partners Miracle Makers (Ruskin) and Scholars of Hope (EJ Brown), to set schedule, plan, implement, contract instructors, facilitate curriculum meetings, and setting weekly and daily objectives.

Qualified individuals will possess:

- Passion for the social and musical mission of *Q the Music* an El Sistema-inspired program, orchestra, and band instruction
- Flexibility and responsiveness to needs of students and parents while collaborating closely with teaching staff to achieve goals

Responsibilities will include, but are not limited to:

- Administration of program activities and communication with program staff and school partners
- Maintaining, updating and coordination with DPAA Learning calendar
- Instrument, music supply ordering, management, and maintenance for both schools
- Documentation of student attendance, behavior for development reporting
- Enforcement of program rules and policies
- Scheduling and coordination concerts, field trips, and other special events
- Communicate and work closely with Marketing to develop materials and social media/website regarding program activities and musical progress
- Attend Learning staff meetings with VP for Learning and monthly site meetings with academic, enrichment and teaching staff at both schools.



Supporting experience may include:

- Collaborate with music instructors to build a welcoming, positive musical community, and culture inspired by the ideals of El Sistema philosophy of social change through music.
- Excellent interpersonal, communication, and organizational skills
- Ability to manage and initiate multiple tasks
- Collaborate with Dayton Philharmonic Volunteer Association for volunteer assistance
- Experience in community engagement, teaching, mentoring, and working in multicultural and traditionally underserved communities
- Experience working in youth development programs and collaborating with Dayton Public Schools
- Experience with leading a large group of children with a range of behaviors and understanding of constructive behavior management skills
- Experience working with a wide range of learning abilities.
- Ability to collaborate with students, staff, and administrators of diverse backgrounds
- Orchestra and Band Pedagogy knowledge and or certifications
- Positive attitude, flexibility, and willingness to “pitch in” whenever needed.
- Fluency in Spanish.

Note: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Position Reports to: Vice President for Learning and Community Engagement

Classification status: Part-Time

Last updated: 11/4/22

Compensation: Compensation is commensurate with the duties and responsibilities of this position.

Application Process: To apply, please send an email cover letter and resume to: Jeanita Olowe, Vice President for Learning and Community Engagement | Dayton Performing Arts Alliance, education@daytonperformingarts.org. Applications will be accepted on a rolling basis, and position will be filled as soon as possible. Ideal start date is January 2, 2023.

The Dayton Performing Arts Alliance is an equal opportunity employer.