

EL SISTEMA COLORADO: Program Director

El Sistema Colorado harnesses the joy of music and ignites the potential in our future leaders through an immersive youth music education program that transcends socioeconomic barriers.

JOB DESCRIPTION

Title: Program Director

Hours: Full-Time at 40 hours per week. Presence at the program is required at minimum four days per week from 4:30 to 6:30 PM.

Compensation: \$60,000

Benefits: Medical/Dental/Vision/Life Insurance/Short and Long Term Disability/LifeLock/IMA BenePlus Card paid time off benefits (Holiday, Sick, Vacation) offered immediately. 401k offered after one year. One week paid vacation for both Thanksgiving and Winter Breaks in addition to several days off during Spring Break and 40 hours floating holiday during the summer months.

Responsibilities:

El Sistema Colorado (ESC) is a free early childhood and afterschool music program serving youth ages 3-18 offering string music training in violin, viola, cello, and bass. Each student gets a free instrument and group classes and many students also receive free private lessons through the program.

The Program Director is responsible for the management and growth of all early childhood, afterschool, and summer programs at the El Sistema Colorado Music Center. Areas of responsibility include oversight of each program, owning relationships with students and families, management of all El Sistema Colorado teaching and site staff, executing program evaluation, collaboration with school and community partners, and family engagement. This is a full-time position accountable to the Executive Director of El Sistema Colorado.

Program Oversight Functions: Owned by Program Director

- Manage all logistical aspects of running the ECE and afterschool programs.
- Recruit and retain students to operate programs at full capacity throughout the school year. We are looking to grow the afterschool and early childhood program to serve over 150 students in the 2022-23 school year. We currently serve 120 students.
- Manage and evaluate a team of eight to ten part-time Teaching Artists, a part-time Site Coordinator, and full-time VISTA Volunteer for the after school program.
- Plan and supervise implementation of frequent evening and weekend special events/performances by El Sistema Colorado students in collaboration with staff, partners, and volunteers including concerts, family nights, and other special program events. This

includes collaborating with community organizations to create musical experiences for students.

- Ensure that El Sistema Colorado's philosophy and mission are practiced consistently throughout the program.
- Coordinate the procurement and repair of all needed instruments and equipment for successful daily program implementation and performances.
- Recruit and coordinate the training of the highest quality individuals to serve as Teaching Artists, Substitute Teaching Artists, Teaching Fellows, and Volunteers.
- Annually evaluate Teaching Artists and Site staff performance, including periodic written and oral reviews alongside String Pedagogy Specialist.
- Collaborate with Site Coordinator to maintain excellent communication with parents/guardians and promote family engagement.
- Work with the VISTA Volunteer, Site Coordinator, and university partners to manage the Sistema Fellowship program to provide free private lessons for students.
- Teaching in the afterschool program in emergency situations.

Curriculum Development: Owned by String Pedagogy Specialist and Program Director

- Alongside the Executive Director, Artistic Director, and String Pedagogy Specialist, develop and employ excellent, age-appropriate pedagogical teaching methods, curriculum, and repertoire.
- Implement the logistical details of professional development for teaching artists and site staff to maintain excellent standards in the El Sistema Colorado classroom.
- Collaborate with El Sistema Colorado Executive Director, Teaching Artists, students, and families in program evaluation.

Assisting in Long-Range Planning: Owned by Executive Director

- Assist Executive Director in developing organizational goals and objectives consistent with the mission and vision of El Sistema Colorado.
- Assist the Executive Director in establishing and managing an annual ESC program budget.
- Partner with the Executive Director to form a long-range growth plan
- Assist Executive Director in the development and implementation of El Sistema Colorado policies and procedures.

Qualifications

- Bachelors in Music Education or five years equivalent experience. Teaching experience in strings is preferred.
- Fluency in Spanish and English is required.
- Three years experience developing and leading effective teams.
- Experience working with children from diverse ethnic and economic backgrounds; experience working in underserved communities.

- Flexibility and endurance to thrive in a fast paced and quickly changing work environment.
- Strong commitment to El Sistema's philosophy of social change through music and the mission of El Sistema Colorado.
- Exceptional classroom management skills.
- Experience leading ensembles.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent organizational skills.

We believe that we are better as an organization when we build a team that has authentic representation from diverse communities, backgrounds and beliefs. We strongly encourage qualified candidates from historically marginalized communities to apply for roles within our team.

To apply, send a cover letter, resume, three references to jobs@elsistemacolorado.org. Accepting applications until the position is filled.

The Program Director will work from the El Sistema Colorado Music Center at 2980 Curtis Street Denver, CO 80205. El Sistema Colorado is a fiscally sponsored organization and a project under the Colorado Nonprofit Development Center (CNDC). ESC's tax exemption falls under the EIN of the CNDC.

El Sistema Colorado is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.