**Director of Music Education**

**About 317 Main Community Music Center**

Our Mission: 317 Main Community Music Center (317 Main) encourages creative expression, personal growth, and community connection through music.

317 Main brings the power of music to people of all ages and abilities from across southern and mid-coast Maine. The organization, founded in 2004, continues to grow every year and now serves more than 700 people/week through our on-site and community partnership programs.  Having recently completed the construction of a 10,000 square foot addition to grow our programming capacity, as well as being a recent recipient of a MacKenzie Scott grant award, 317 Main is poised for continued significant growth and new programming opportunities with a continued focus on accessible music education.

**Position Description**

317 Main is looking for an experienced, strategic, enthusiastic, and collaborative leader to direct, manage, and evaluate existing programs, as well as conceive, develop, and oversee the implementation of new music education and enrichment programs. The Director of Music Education will report to the Executive Director and be a member of the Operations Team. The primary functional responsibilities of the Director of Music Education include:

* Leading the creation and implementation of a musical pedagogy and community-centric culture that attracts and retains musicians of all ages and abilities; encourages group play and participation in performance opportunities within the community; maintains the fun, welcoming, accessible, and inclusive vibe that defines 317 Main; and has defined systems in place with quantifiable metrics to measure and evaluate the quality, consistency, value, and financial sustainability of all of the tuition-based programs and services offered by 317 Main;
* Building on experience and results, evaluate opportunities for improvement in program offerings and engage with the 317 Main community to identify new opportunities for growth and expansion of 317 Main programs and services; and
* Building and managing a roster of professional teaching artists to support the mission and accommodate the demand for music education opportunities from the community that 317 Main serves.

**Responsibilities:**

The following provides a description of the various responsibilities for the Director of Programs.

**Leadership and Management**

* Member of the Operations Team responsible for supporting the Executive Director, staff, and board of directors with the goal of advancing the mission and annual goals and objectives of the organization;
* Work closely with the Director of Enrollment & Community Engagement to build, manage, and support the professional development of a team of 317 Main Teaching Artists hired to teach private and group lessons, lead ensembles, encourage student performance, and contribute to the community-centric culture of the organization;
* In collaboration with the Operations Team and Board, participate in the development of a three to five-year Strategic Plan that includes specific goals/metrics associated with population served, program growth and diversification, and financial sustainability;
* Develop working relationships with the Teaching Artists, and engage with student/families with the goal of building community, fostering relationships, and creating a diverse, inclusive, and accessible music education and enrichment program;
* Work closely with the Director of Business and Finance to develop an annual program budget designed to achieve the financial sustainability goals of the organization;
* Monitor and manage the profit and loss associated with the annual program budget;
* Manage program staff which include the Director of Community Partnerships, Little Roots Program Director, and Events and Special Events Manager. Management of this staff includes day-to-day support of fulfillment of 317 Main goals and objectives, including quality, consistency, and financial sustainability and performing an annual performance review of program staff;
* Work closely with the Operations Team to develop and support implementation of systems to measure and monitor customer satisfaction and quality assurance;
* Prepare monthly program reports that summarize key performance metrics and highlights other updates important to share with the 317 Main Board of Directors; and
* Support the agenda creation and leadership of 317 Main In-Service meetings prior to the Fall, Winter, and Spring sessions.

**Curriculum Development and Teaching**

* In collaboration with the Teaching Artists, lead the creation and implementation of a 317 Main musical pedagogy that provides a framework to encourage learning and growth for musicians. The curriculum should create opportunities for private instruction, group play, and performance, with the opportunity to move freely between various program offerings;
* Lead the Programming Committee of the Board and staff with the goal of determining strategic direction of the organization that is based on expressed need of the community and identification/evaluation of new program opportunity. New programs and services may include introducing new genres of music, new art forms (film, dance, yoga, etc.), and other opportunities to address the needs of the community.
* With the support of the Teaching Artists, Marketing and Communications team, and Director of Enrollment & Community Engagement, develop a class catalog for classes, ensembles and other programs to be offered during the Fall, Winter, and Spring sessions;
* Lead the development of an annual community concert schedule featuring national, regional, and local artists;
* Support the Teaching Artists with the creation and management of performance opportunities for students including recitals, Open Mic nights, and/or other community performance opportunities at 317 Main or other local music venues; and
* Maintain a modest teaching studio to teach both private and group classes.

**Special Events and Community Outreach**

* Engage with students, families, and community members as a representative and ambassador for 317 Main Community Music Center;
* Field and coordinate requests from other organizations related to student and/or Teaching Artist performances and special events; and
* Work closely with the Events/Special Programs Manager to support implementation and management of workshops, special events, and concerts throughout the year.

**Miscellaneous**

* Support IT and training needs associated with 317 Main program offerings and Teaching Artist needs; and
* Support other general administrative and organizational needs, as may be necessary from time-to-time.

**Qualifications**:

* Bachelor’s degree;
* 3-5 years experience developing and managing music education programs;
* Leadership and organizational skills with growth mindset;
* Professional experience teaching and performing music;
* Strong communicator and exceptional written and verbal communications skills;
* Great collaborator with strong desire to be part of a community mission-based nonprofit organization;
* Experience and success associated with being part of a high-functioning team and leading by example; and
* Must successfully complete background check

**Schedule and Requirements**

The 317 Main Director of Music Education position is a full-time, on-site position with flexible hours and the expectation for occasional attendance of evening and weekend events.

**Salary and Benefits**

The salary range is $58,000-$62,000 annually plus benefits.  The Director of Music Education is eligible to participate in 317 Main’s Health Insurance Plan; 317 Main’s Retirement Program (after one year of employment); paid time off; and discounted lesson tuition for you and your immediate family.

**Diversity, Equity and Inclusion**

317 Main is committed to providing equal access and equal employment opportunities in all terms, conditions, processes, and benefits of employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. 317 Main's employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. We are committed to creating a diverse, equitable, and inclusive workplace. We encourage people of diverse identities to apply.

**To Apply**

Please email your current resume with a cover letter to apply@317main.org. It will be helpful if your cover letter indicates how your professional interests and qualifications are a good match with the position and 317 Main’s mission to: encourage creative expression, personal growth, and community connection through music. To apply by mail, please send to: 317 Main Community Music Center, 317 Main Street, Yarmouth, ME 04096, ATTN: DME Search.