



# GROTON HILL MUSIC CENTER

## **Employment Opportunity - 5.22**

### **COMMUNITY ENGAGEMENT AND SUMMER PROGRAMS MANAGER**

#### **POSITION OVERVIEW:**

**Full-time, in-person, exempt | Salary commensurate with experience**

**Start Date: July 2022**

Groton Hill Music Center is the region's premier non-profit center for outstanding music education, professional performances, and community engagement programs. As we prepare to move to our new home in Groton, MA in September, our team is seeking an individual to manage and maintain the operations, finances, and pedagogical aspects of our Community Engagement programs and events as well as our summer and school vacation programming at the Music School.

The applicant will embrace Groton Hill Music's mission of sharing the transformative power of music through teaching and performing, and giving music generously when there is need. They will energetically and thoroughly take ownership over all of our Community Engagement efforts, and will oversee, invigorate, and expand our summer programming. A key position, with opportunities for professional growth, the Community Engagement and Summer Programs Manager will be able to roll up their sleeves and work collaboratively to help ensure the success of the organization.

#### **PRIMARY AREAS OF RESPONSIBILITY:**

The Community Engagement and Summer Programs Manager coordinates all aspects of the organization's Community Engagement programming, including instrumental and music production classes in under-resourced public school districts (Fitchburg, Lowell, Lawrence, and more) and Boys & Girls Clubs (Leominster/Fitchburg and Gardner) in our region. Aspects to be managed include instructional quality, data collection, budgeting, scheduling, staffing, relationship management, special events, and more.

This individual also oversees our "Bach's Lunch" free monthly concert series, including artist curation, budgeting, and operational oversight, as well as our Threshold Singers, our bedside choir that provides comfort through song for the very ill and their families.

The person in this role will also oversee all aspects of our summer programming, including program design, staffing, scheduling, budgeting, and operational oversight. They will work closely with our Marketing team to optimize promotional messaging about these programs, with an eye on current and desired enrollment levels, and will be the point person for each program's culminating events.

A growth and flexibility mindset, as well as a collegial and collaborative approach, are critical to success in this role. This position is part of the management team of our Music School, and as such will be asked to help plan and run critical School events as appropriate.

### **KEY TASKS AND RESPONSIBILITIES:**

#### Community Engagement programs:

- Hire, support, and evaluate all Community Engagement teachers. This will require regular travel to program sites to observe, provide feedback, and follow up with our teachers as they elevate their performance.
- Create and maintain relationships with key stakeholders related to our Community Engagement programs, including but not limited to public school district superintendents, principals, arts coordinators, school-based music teachers, afterschool and community program administrators, and more.
- Design and implement data collection systems measuring student growth in our offsite music education programs.
- Collaboratively design educational program schedules with on-site stakeholders, with an eye toward scalability, consistency, and setting up both teachers and students for success.
- Maintain Community Engagement program budgets. This includes planning for and managing all personnel and materials expenses, and proactively enforcing balances due from partner organizations if and when appropriate.
- Work collaboratively with our Development team on continuing and new grant opportunities in order to fund new and existing Community Engagement programs, and on donor stewardship as appropriate.
- Oversee all operational, financial, and communicational aspects of special events involving school-based and adult community ensembles who will be invited to perform or attend concerts in our Concert Hall.
- Proactively plan and communicate with Groton Hill colleagues across departments (School, Marketing, Development, etc.).
- Maintain clear and consistent systems for documentation, organization, and communication to be shared with all relevant Groton Hill stakeholders.
- Explore and generate new mission-aligned partnerships that are feasible, scalable, and financially sustainable for Groton Hill.

#### Summer programs:

- Oversee all programmatic, operational, financial, and communicational aspects of our summer programs.
- Evaluate and propose appropriate changes to all current summer programming based on our enrollment data, current trends at peer organizations around the country, and other sources.
- Design and oversee new summer programs, including those tied to performance festivals in genres such as bluegrass, jazz, and more.
- Maintain summer program budgets. This includes planning for and managing all personnel and materials expenses.
- Hire, support, and evaluate all summer program teachers.
- Proactively plan and communicate with Groton Hill colleagues across departments (Music School, Marketing, Development, etc.).
- Maintain clear and consistent systems for documentation, organization, and communication to be shared with all relevant stakeholders.
- Work with our partners at Lawrence Academy to design, implement, and oversee residential aspects of our summer programming (to begin in 2024).

### Other responsibilities:

- Host on-site student recitals and other events as a member of our Music School management team.
- Other duties as assigned, related to the mission and activities of Groton Hill Music Center.

### **QUALIFICATIONS:**

#### Knowledge, skills, and abilities required:

Demonstrated and sustained success in one or more public school music education settings, and experience in mentoring teachers, educational program design, and data collection, are preferred.

- Bachelor's degree or equivalent experience.
- Must be able to work well independently and to manage, train, and motivate others.
- Excellent verbal and written communication and documentation skills required.
- Candidate must be able to successfully handle multiple priorities in sometimes high stress situations.
- Strong spreadsheet, database, reporting, budgeting, and presentation skills.
- Proficiency with G Suite and Microsoft Office applications strongly preferred.
- Position requires the ability to accommodate a flexible schedule, including occasional evenings, weekends, and holidays in an in-person capacity, as well as being able to perform in a fast-paced, dynamic work environment.

### **HOW TO APPLY:**

This is a newly-created full-time exempt position. Compensation depends upon the selected candidate's experience, skill set, and what they bring to the position. Please submit a cover letter, resume, and salary requirements to **Pete Robbins, Director of Education and Non-Orchestral Performance Programming**, at [probbins@grotonhill.org](mailto:probbins@grotonhill.org) by Friday, June 10. Submissions without a cover letter and salary requirements will not be considered. This position will begin in July, 2022.

**Current Location: 36 King Street, Littleton MA**

**In late August, we will be moving to our new home at 122 Old Ayer Road, Groton MA**

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***Non-Discrimination Policy:*** Groton Hill Music Center does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, citizenship, ancestry, age, mental or physical disability, veteran status, or any other category protected under applicable law in its admissions, education programs, activities, hiring practices, or employment policies.