Manager of Programs and Student Engagement

Job Title: Manager of Programs and Student Engagement
Reporting to: Executive Director
Hours: 20 hours per week
Salary $25 - $40 per hour
Location: Philadelphia Hybrid – office & program site attendance including travel throughout the city is required.

To apply for the Manager of Programs and Student Engagement, please submit a PDF containing your resume and cover letter to info@project440.org.

Project 440: Our Mission

Project 440 teaches young people how to use their interest in music to forge new pathways for themselves and ignite change in their communities.

Our Vision
Through music, every young person is provided with the opportunity and tools for individual growth and community impact.

ABOUT PROJECT 440
Project 440 is a youth driven, student-first music education organization that welcomes all high school students with any interest in music to participate in our afterschool programs. We educate the whole person. Our creative youth and workforce development programs emphasize social entrepreneurship, leadership, and service and develop critical 21st Century life skills that will serve our students throughout their lives, whatever path they choose.

In the past three years, Project 440 has extended the reach of its core programs Doing Good and Instruments for Success serving more students in Philadelphia and beyond. As a small and malleable organization, Project 440 has continually evaluated, modified, and refined its programming to respond to students’ needs and the changing learning environment.

Doing Good began as a year-long program in 2017. In 2019, in response to student feedback and program evaluations, the organization modified the curriculum and changed the length of the program from one-semester to two semesters. In 2021, the organization began to offer Doing Good in the fall and spring semesters for Philadelphia students. The organization’s Youth Advocacy Council for program alumni has also grown and evolved and the College Fair for Musicians has become an established annual event and valuable resource for students in the Delaware Valley and beyond who are interested in studying music in college.

Position Summary
In 2023, as Project 440 begins its new strategic planning process, it is poised to build on the growth of the past three years. Project 440 aims to serve more students in Philadelphia and beyond and welcome more young people from all parts of the city to participate in our programs.
regardless of their musical interest, skill level, background, or experience. The core objective of our strategic plan is to build organizational capacity to support continued programmatic growth and expansion—with the goal to provide our creative youth and workforce development programs for more young people especially those attending Philadelphia’s public, charter, and parochial schools.

After presenting our programs remotely in 2020-2021 and 2021-2022, we returned to in-person learning in the 2022-2023 school year. A greater investment in student recruitment has resulted in increased participation and retention for our core programs, Doing Good and Instruments for Success. As part of continued programmatic growth and expansion and in alignment with the strategic plan, Project 440 aims to increase the number of cohorts it provides per semester for Philadelphia high school students. It also aims to increase the number of fee-for-service programs offered online and in-person for students outside of the Philadelphia region.

The Manager of Programs and Student Engagement will fill a critical role in helping the organization to achieve these goals. The Manager reports to the executive director and works closely with the executive director and vision advisor to support and grow Project 440’s nationally recognized programs. The Manager is responsible for student engagement and recruitment and program oversight, development, implementation, and evaluation. The Manager is an individual who is deeply invested in Project 440’s future and is committed to supporting its students and teaching artists and developing its programs to achieve its goals.

**Position Responsibilities:**

**Student Engagement and Teaching Artists Support**

- Establish and maintain an in-person presence at Doing Good, Instruments for Success and the Youth Advocacy Council. Attend a minimum of four hours per month of Doing Good and Instruments for Success classes and one hour per month of the Youth Advocacy Council.

- Maintain frequent communications with Doing Good and Instruments for Success Teaching Artists and review strategies to support consistent and frequent student attendance.

- Serve as the staff liaison between Project 440 and the Youth Advocacy Council Teaching Artists to ensure that Project 440 staff is aware of YAC programming and can support the YAC program and goals.

- Develop a student recruitment plan. Establish relationships with school administrators and teachers, maintaining regular and frequent communications year-round. Visit Philadelphia, public, charter, and Philadelphia Catholic schools to recruit students for participation in Doing Good and Instruments for Success.

- Develop and oversee the Peer Advocates, a group of program alumni who participate in and support student recruitment.

- Collaborate with Teaching Artists to identify students and grow participation in the Youth Advocacy Council for program alumni.

**Program Development**
• Provide oversight for core programs Doing Good, Instruments for Success, and the Youth Advocacy Council including budgeting and scheduling. Working with organizational leadership and in collaboration with Teaching Artists develop and refine program curriculum and evaluations.

• Identify and build relationships with program partners including regional and national partners to build a pipeline of fee-for-service programs.

• Develop and maintain a robust Teaching Artist roster for core programs for both Philadelphia and non-Philadelphia based programs, recruit new Teaching Artists and plan and schedule teaching Artist professional development trainings.

• Recruit and contract Teaching Artists for other Project 440 programs including the All City Orchestra Summer Academy (ACOSA) and Philadelphia Music Alliance for Youth (PMAY) Workshops; serve as Project 440’s PMAY student advocate.

• Recruit and build a diverse roster of guest speakers for Instruments for Success programs as well as other programs as needed.

• Collaborate with Teaching Artists and organizational leadership to assess programmatic needs, changes, and enhancements.

**Implementation**

• Establish, maintain, and communicate policies and procedures for student attendance and reflection requirements, the distribution of student participation and travel stipends, and seed funding for the Doing Good program.

• Draft program budgets including for core programs, fee for service programs, and special projects.

• Consult with the executive director on the modification and creation of program collateral.

• Maintain regular contact and communications with Teaching Artists to provide support and to inform Teaching Evaluations

• Prepare program report for bi-monthly Board meetings and attend meetings as requested.

**Evaluation**

• Regularly modify program assessments and evaluations

• Create and implement the assessment and evaluation tools for Doing Good, Instruments for Success, the Youth Advocacy Council and the College Fair for Musicians in collaboration with Teaching Artists and organizational leadership.

• Create bi-annual reports that utilize the qualitative and quantitative results from program evaluation tools.

• Assess Teaching Artists performance throughout the semester and provide assessments and feedback at the conclusion of the fall semester and evaluations at the conclusion of the spring semester.
Requirements:

A passion for providing young people with opportunities and helping them to see what is possible as they chart their own unique path to success. Practicing musicians and other creatives are encouraged to apply but it is not a requirement of this position. Priority will be given to individuals who have a minimum of three years of experience or a combination of experience in the following areas: program development and implementation, marketing or community engagement, or classroom teacher or educator or as a teaching artist. A college degree is preferred.

The Manager of Programs and Student Engagement position is a new position and is currently envisioned as part-time with a minimum of 20 hours per week. The Manager is expected to expand programming and increase student enrollment. As the programs grow and we serve more students, it is anticipated that more hours will be required of this position and that it could increase to a full-time position. Project 440 offers paid sick and personal days.

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements. Other duties may be assigned that are not listed in the above description and Project 440 may change the specific job duties with or without prior notice based on the needs of the organization.

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