Job Title: Director, In-School Programs
Salary Range: $68K-$72K Annually
Direct Reports: Yes

Job Location: Memphis, Tennessee
Reports to: Executive Director
Status: Exempt/Full-time w/Benefits

MMI Overview: Memphis Music Initiative (MMI) invests in youth, local communities, and Memphis’ musical legacy by broadening and strengthening existing music engagement offerings in and out of schools and supporting youth-centered, community-based music education. Our approach is three tiered—Through various unique interventions, MMI seeks to: 1) sustain existing in-school music education and expand instruction through partnerships with local musicians; 2) expand high-quality, out-of-school time school programs to reach more youth and remove barriers to youth engagement and participation; 3) support organizations that are providing music engagement, enhance their sustainability and scale high quality programming. Read more about MMI at www.memphisismusic.org.

We work with fellows, teachers, and school leaders to provide highly engaging programs during the school day. We create opportunities for youth to explore and connect with Memphis’ musical community through the fully funded field trips that MMI provides for partner schools. We create relationships between schools and nonprofit partners that engage in after school and summer programming through our Parent-Teacher-Principal Cohort.

For the 2019-2020 school year, we worked with 28 fellows working in 49 schools and engaging approximately 3,500 students. We will continue working in our current communities across Memphis while strengthening our presence in the Frayser, Whitehaven, and South Memphis communities.

Position Summary: The Director, In-School Programs leads in-school program efforts to provide high quality support and music engagement to black and Latino students during the school year. Incumbent creates and strengthens music education opportunities; provides music skill development, cultural engagement experiences, and support growth and professional development for Music Engagement Fellows; supports students and schools in achieving All-West recognition and college scholarship opportunities; and boosts desired socio-emotional outcomes by driving teamwork, confidence, and trusting relationships with program mentors.

Essential Functions:
Team Management and Program Oversight
- Recruit, develop, lead, support, manage, and retain high-quality program leadership and staff in all aspects of their work to maximize student achievement outcomes
- Ensure operational integrity of in-school programs including compliance with applicable laws, regulatory reporting, and contractual obligations
- Oversee the fiscal health of the in-school programs for operational effectiveness
- Develop and maintain effective and appropriate engagement with diverse stakeholders including school leadership, in-school programs faculty, staff, students, parents, community partners and members, and other private and public stakeholders
- Serve as a community spokesperson for the Memphis Music Initiative In-School programs; articulate and communicate the value of the arts in improving quality of life and promote community support of music
- Conduct organization’s business at the highest standard of integrity, ensuring activities are legal and ethical and that equity is centered and practiced throughout In-School Programs
Strategic Program Development

- Working with the Executive Director, develop and refine program goals, in alignment with the overall strategic direction of MMI; lead and support the ongoing development and coordination of the In-Schools program strategy and annual action plan; recommend timelines and resources needed to achieve strategic goals
- Collaborate with senior leadership to ensure ongoing programmatic excellence and consistent quality of finance and administration, communications, and systems; work across MMI teams to leverage internal programs and relationships
- Define and establish clear performance methods, criteria, and benchmarks to evaluate components of the program; work with data analyst to track and measure metrics to report performance; communicate effectively with Executive Director and other stakeholders to manage MMI’s growth and success

Other Functions:

- Strategize, define, and support the success of fundraising efforts and build productive relationships with a variety of stakeholders
- Develop and leverage local and national relationships to strengthen the strategy and implementation of the MMI In-School programs
- Other duties as assigned by the Executive Director

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Activities, duties, or responsibilities may change at any time at the discretion of MMI with or without notice.

Required Minimum Qualifications: Bachelor’s degree in education, arts management, business, or related focus with six (6) years of direct, exempt-level experience performing similar work. In lieu of a bachelor’s degree, candidate must have 10 or more years of direct, exempt-level experience performing similar work. Must have seven (7) or more years’ experience building and leading successful youth programs for nonprofit arts, cultural, or educational organizations. Three (3) years’ people leadership experience. Advanced communications and presentation skills. Ability to navigate a computer and use productivity applications such as Google and MS Office programs to produce correspondence, reports, spreadsheets, presentations, etc. Ability to leverage digital and social media technology to support project strategies and partnerships.

Preferred Skills and Experience: Master’s Degree or advanced musical training. Background in music performance, music teaching, and/or music management. Deep knowledge of teaching artist best practices with a record of growth and innovation. Strong existing relationships with local musicians, music teachers, and school leaders. Demonstrated experience working with underserved youth and low-income and diverse communities and engaging schools and families. Ability to serve as a thought partner throughout MMI’s various programs, with advanced, senior level skills in team building and strategic planning.

To apply, please send your cover letter, including salary requirements, and resume to HR@memphismusic.org by EOD, Friday, May 29, 2020. Applications are reviewed on rolling basis.