
Job Description



Job Title: Assistant Program Director	Reports to: Schools Program Director
Department: World Music in the Schools	Revision Date: 11/23/2021
	Prepared by: Monica Emery
To be completed by HR	
FLSA Status: Non-exempt, part-time (hourly)	Salary Code: 8742-1

POSITION SUMMARY

The Assistant Director of the World Music in the Schools program for the Center for World Music reports to the Program Director. Responsibilities fall into these main categories: (1) implementation, management, and administration of the World Music in the Schools assembly program, and assistance with the residency program; (2) program and organizational support; (3) training and supervision of performing artists and (4) fundraising for the program.

This position is part-time (10-15 hours/week).

ESSENTIAL FUNCTIONS

1. Implementation, Management, and Administration

- a. Contact pre-K–12 school administrators or other interested parties to implement assemblies in their schools; negotiate fees and schedules with schools, PTA/Os, and school foundations
- b. Contract with CWM teaching artists to fulfill assembly commitments, including negotiation of artist fees, creation and distribution of schedules
- c. Prepare support materials for teaching artists such as photos, artist bios, and online profiles
- d. Arrange for payment of all assembly presenting artists in a timely fashion
- e. Attend and facilitate assemblies, document numbers of students and adults served; capture and archive documentary media of assemblies for use in fund-raising efforts, including video, still images, and any print or broadcast media notices
- f. Transport and set up sound equipment and act as a sound engineer for assemblies as needed
- g. Create, design, and distribute printed or virtual marketing materials for the program
- h. Assist the CWM Treasurer in managing World Music in the Schools Program finances and reporting

- i. Engage in miscellaneous implementation, management, and administrative activities for the World Music in the Schools Program as they arise
- j. Participate in weekly CWM Staff meetings
- k. Meet weekly with Schools Program Director to coordinate program activities
- l. Assist the Program Director in the preparation of quarterly program reports to the Board of Directors, and attend Board meetings

2. Program and Organizational Support

- a. Conduct ethnographic fieldwork to identify musicians and dancers in the San Diego area suitable for teaching residencies and performing at assemblies. Vet and train these musicians and dancers for such activities.
- b. Be available to monitor the CWM Post Office box two to four times per month, log and deposit checks, and distribute mail as needed within the organization
- c. Review and proofread the monthly CWM e-newsletter before publication
- d. Assist in the maintenance of the CWM's social media accounts
- e. Assist in the maintenance of the World Music in the Schools Program pages on the CWM WordPress website

3. Training and Supervision

- a. Assist in the training of newly hired teaching artists for the World Music in the Schools program
- b. Identify training and professional development opportunities for CWM teaching artists and staff, and facilitate their involvement, including fundraising to support their participation

4. Fundraising

- a. Identify and cultivate funding sources for the World Music in the Schools Program from government granting agencies, private foundations, businesses, and individual donors
- b. Assist the Schools Program Associate Director in the preparation of grant proposals
- c. Design and edit video presentations of school assembly activities for use in fundraising and program promotion

Other responsibilities as required.

QUALIFICATIONS

Education: Minimum of Vocational Associate's Degree or equivalent years of experience

Experience (years and type): Minimum of 1-year administrative work experience.

Specialized knowledge:

- Knowledge or experience working or volunteering in K–12 education
- Experience working with performing and/or teaching artists
- Experience or basic knowledge of world music and dance
- Experience managing budgets, program design, and assessment
- Ethnographic research

Competencies:

- Strong organizational skills with attention to detail
- Ability to work independently and effectively with remote team members
- Willingness to learn new skills to match the needs of a growing nonprofit performing arts organization

- Strong writing and communication skills in English
- Facility with social media (Facebook, Instagram, Twitter)

Computer and Technical Skills:

- Proficiency required: Google Mail, Docs, Sheets, Calendar and Drive; Zoom; digital still and video photography, digital audio recording, audio and video editing
- Familiarity preferred: Microsoft Word and Excel; Adobe Premiere Pro, InDesign, Photoshop, and Illustrator; MailChimp; WordPress; AirTable; QuickBooks

Other job requirements:

- Valid driver's license
- Reliable transportation (mileage to be reimbursed)

TRAVEL

No out-of-state travel. This position includes travel to school sites throughout San Diego County and to the PO Box in the Normal Heights area.

PHYSICAL REQUIREMENTS

- Visual acuity to read documents and utilize programs on a computer screen
- Manual dexterity to effectively use computer keyboard and mouse
- Ability to hear in order to communicate in person and on the phone
- Ability to stoop, kneel, crouch, crawl, push, pull and/or reach to lift and load musical instruments
- Ability to lift and load up to 40 lbs
- A regular work environment is your home office, using your computer.

DIRECT REPORTS

No Direct Reports

HOW TO APPLY

Please email your cover letter and resume to monica@centerforworldmusic.org, with the subject line Application: Assistant Program Director. Your one-page cover letter should explain why you are interested in this position and how your unique set of skills and experience make you a good candidate.

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