

December 2011

Position Title:	School Partnership Program Manager
Classification:	Exempt
Department:	Education
Reports to:	Director of Education
Supervises:	Teaching Artist Faculty

Manages the School Partnership Program and the training and activities of the Teaching Artist Faculty. Responsible for curriculum development, Teaching Artist training, scheduling, relationships with partner schools, and the effective operation of a large program.

Responsibilities

1. Manage the School Partnership Program and ensure its smooth operation in all partner schools.
 2. Explore, develop, and evaluate new directions for the program.
 3. Lead efforts to research and assess student learning and program effectiveness.
 4. Hire and evaluate Teaching Artist faculty and consultants as necessary.
 5. Working with Senior Teaching Artists, design and manage professional development for Teaching Artists and partner teachers.
 6. Maintain strong relationships with partner school administration and teachers. Evaluate candidate schools for admission to the programs, and existing partner schools for continuation.
 7. Produce In-School Concerts of Teaching Artist Ensemble.
 8. Assist Development Department with grantwriting, funder calls and site visits.
 9. Assist as necessary in department-wide productions and events and collaborate with other departments of the Philharmonic as required.
 10. Miscellaneous duties as required.
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Requirements

Minimum of five years experience in one of the following: arts-in-education, schools, or arts organizations; experience with supervising programs and in managing budgets; excellent oral and written communications, public presentation and interpersonal skills. Bachelor's degree is required but advanced degree is preferred. Significant musical background is preferred.