



PROGRAM MANAGER – LABY HARMONY PROJECT

Salary: \$25/hour
Length of Service: Full-time, hourly, non-exempt
Location: On-site at office and school locations within the City of Ventura
Reporting Status: Director of Education, New West Symphony

POSITION SUMMARY:

The Laby Harmony Project (LHP) of the New West Symphony seeks a passionate and dedicated individual committed to transforming lives through music to become LHP's Program Manager. The Program Manager will guide the execution and development of Laby Harmony Project of the New West Symphony with a clear eye towards social and musical impact, managing program staff and operations, and supporting each student holistically in order to ensure the highest quality musical and personal experience for all. The Program Manager will demonstrate and model a commitment to diversity and equitable education practices.

JOB RESPONSIBILITIES INCLUDE THE ABILITY TO:

Program Development and Oversight:

- Build schedules and yearly calendar; oversee implementation
- Design music classes, curriculum, and programming as needed
- Develop and maintain systems for feedback on program quality and design, including student assessment; provide reports and recommendations for program evaluation and improvement
- Maintain secure student records and database
- Strive constantly to generate higher outcomes in accordance with our mission, including Student Leadership and Peer Mentorship programs
- Oversee daily operations, including parent and family communications, Teaching Artist hiring, supervision, professional development, and meetings; purchase and repair supplies and instruments
- Support student needs and student success within program
- Communicate about program successes and needs with New West Symphony staff

Concert and Partnership Planning:

- Stay current with Harmony Project national affiliates
- Manage interns and volunteers
- Coordinate community performances
- Collaborate with school sites to support program operation

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Music or related field
- A minimum of three years working in the field of Education, Music Education, youth development, and/or community organizing
- Experience working with historically excluded communities
- Fluency in Spanish

DESIRED QUALIFICATIONS:

- Understanding of various music pedagogies
- Understanding of child development

PHYSICAL ABILITIES

This job may require sitting and standing for extended periods, reaching, bending, using fine manual dexterity; as well as pulling, talking and hearing, and demonstrating visual acuity/depth perception, color vision and field of vision.

HISTORY:

The Laby Harmony Project of the New West Symphony is a program that uses music as a vehicle for youth development. The program offers afterschool ensemble-based music instruction to youth in under-resourced neighborhoods in the city of Ventura. Through practice and performance, students grow their leadership and teamwork skills and benefit from musical opportunities. All participants receive a full scholarship for participation in the program. The Harmony Project commits to educating students through high school graduation. For more information on our organization and program, please visit our website:

www.newwestsymphony.org

MISSION

The program's mission is to:

Promote the healthy growth and development of children through the study, practice and performance of music;

Build healthier communities by investing in the positive development of children through Music;

Develop children as musical ambassadors of peace, hope and understanding amongst people of diverse cultures, backgrounds and beliefs.

Our Core values are:

- Commitment
- Community
- Collaboration
- Respect
- Responsibility
- Integrity
- Sustainability

This job description does not list all the duties of the job. You may be asked to perform other duties or comply with changes in instructions. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

PHYSICAL ABILITIES:

This job may require sitting and standing for extended periods, reaching, bending, using fine manual dexterity; as well as pulling, talking and hearing, and demonstrating visual acuity/depth perception, color vision and field of vision.

New West Symphony provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the New West Symphony complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.