



Program Manager Job Description

Harmony Project KC (HPKC) is a research-based program that targets at-risk youth in Northeast Kansas City, Missouri. An affiliate of the national award-winning youth intervention program Harmony Project, we promote positive youth development through year-round music lessons and ensemble participation.

HPKC is housed at the Northeast Community Center, a 501(c)(3) nonprofit organization.

Job Title	Program Manager
Reports To	Executive Director and Northeast Community Center’s Board of Directors
Position Overview	The Program Manager is responsible for all aspects of the program on site, including the program’s expansion and long-term strategic planning
Supervision Responsibilities	Together with Executive Director, hires and manages HPKC’s Teaching Artists and program staff
Education	Minimum: Master’s Degree required, with a strong background in youth education and program management, preferably in the field of music, music education or community development
Experience	Previous experience in a similar role for a minimum of three years, especially working with beginning students and children of diverse ethnic and economic backgrounds
Other Qualifications	Leadership and management skills, ability to work collaboratively with teachers, staff and constituents, Office computer skills (Microsoft Office – Word, Excel, Outlook, and PowerPoint); familiarity with accessing and using contact databases; strong oral and written communications skills; analytical skills; bilingual fluency in English and Spanish; ability to manage and prioritize multiple tasks; driver’s license and proof of valid automobile insurance; flexible work schedule to include some weekends, weeknights, and holidays
Time Requirements	Full-time position

Tasks and Duties: The Program Manager:

- a. Gives leadership and direction to HPKC, in accordance with Harmony Project's philosophy, mission and core values
- b. Manages the Harmony Project's **program schedule and activities**, including:
 1. being present every week on-site, including weekends
 2. placing students in classes
 3. hiring and orienting teachers
 4. with NECC's bookkeeper, reviewing and approving teachers' payroll
 5. enforcing HPKC's probation policy and communicating it effectively to parents
 6. coordinating site logistics related to availability, space, time
 7. when possible, consolidating existing classes in collaboration with teachers
 8. communicating information to students and their parents/families on the program schedule
- c. Manages the working relationship with **teachers**, including:
 1. serving as liaison between teachers and Executive Director, other staff, and Board of Directors
 2. working with HPKC's Teaching Artist in establishing curricular goals for HPKC's students
 3. organizing Professional Development sessions on a regular basis
 4. responding to teacher needs in cost-effective ways
 5. providing information to teachers on the schedule of classes and weekly updates
 6. maintaining work-related files on individual teachers
- d. Collaborates with the artistic staff on **orchestra management**, and all aspects of planning and **production** for concerts and performances
- e. Manages the Teaching Assistant Program
- f. Oversees maintenance of **student database**, including providing key reports on a regular and as-needed basis and inputting attendance monthly in a timely manner
- g. Oversees students' efforts, making important calls to families in need or crisis
- h. Provides oral and **written communications** for HPKC staff, teachers, and students and their parents/families
- i. Facilitates workshops and **meetings with parents/families**
- j. Works with HPKC's Program Coordinator to secure orders for music/classroom supplies, books, and instruments

- k. Works with Teaching Artists and Assistant Conductors on other aspects of HPKC's music education program, including:
 - 1. **recitals:**
 - i. creating the recital schedule
 - ii. creating the program
 - iii. assigning space
 - iv. assigning teachers
 - v. arranging the accompanists(s)
 - 2. **juries/progress evaluations**
 - i. assigning the space
 - ii. assigning the teachers
 - iii. arranging the volunteers/monitors
 - iv. providing evaluation forms
 - v. managing the recording of scores
 - 3. **faculty recitals**
 - i. creating the program
 - ii. assigning space
 - iii. signing-up teachers
 - iv. arranging the accompanist(s)
 - 4. **Summer Camp**
 - i. creating a summer program that is unique in its programming and style
- l. Develops **forms and flyers**, as needed, to oversee the music education program at HPKC
- m. Organizes and supervises **workshops, field trips and extra performances**, as needed, to develop HPKC's music education program
- n. Oversees ongoing **working relationships** with sites where HP's music education programs are provided, including:
 - 1. addressing issues if/as they arise
 - 2. keeping sites updated on key activities and events
 - 3. promoting HP's value and benefits to the key contacts at the site
 - 4. sustaining professional relationships with parents and families
 - 5. initiating and cultivating relationships with school administrators
 - 6. collaborates with HP America by maintaining communication on a monthly basis
- o. Leads HPKC's **outreach efforts**, including:
 - 1. recruiting students
 - 2. coordinating activities
 - 3. leading Parent Orientations in English and Spanish
 - 4. representing HPKC at networking events
- p. Works with NECC's Executive Director in HPKC's **fundraising activities**, including,
 - 1. cultivating relationships with current and potential donors
 - 2. assists with fund development tasks as needed

- q. Works with **teachers and volunteers in the best interest of students:**
 - 1. evaluating students who might need more support
 - 2. determining which students need better instruments
 - 3. providing support to teachers as needed
 - 4. conducting Faculty Meetings and Professional Development sessions for teachers and staff on a regular basis
 - 5. helping students exceed their expectations
- r. Supports **program staff as both a team or as an individual**
- s. Creates a **master calendar** one year in advance
- t. Works with staff to create HPKC's **annual budget** and a **five-year budget projection**
- u. Manages HPKC's **Peer Mentoring Program**
- v. Develops and manages **community partnerships** to enhance the success of HPKC, including partnerships with local arts organizations, universities, civic leaders, nonprofits and other partner organizations
- w. Serves as a role model for students and families at all times
- x. Complete **other tasks** as needed

To apply, please send a cover letter, resume, and two current references to Laura Shultz:
laura@necc-kc.org with Program Manager as the subject line.