



Program Manager

Kidznotes is a cultural catalyst that provides access to joy through music, working in partnership with public schools to honor diversity, embrace collaboration and empower excellence in the daily lives of our students. Kidznotes creates music that energizes limitless social change through a thriving, diverse network of children, families and community partners. Our core values are diversity, rigor, collaboration, empowerment and JOY. We truly believe that, with universal access, the power of music can change the world. At Kidznotes, we are JOY MACHINES!

Kidznotes Program Objectives

- To encourage children's participation in music training and to improve their musical performance abilities
- To foster the development of children's social behavior and values which contribute to success at school and in society
- To support the development of children's school readiness and academic achievement.
- To encourage children's positive decision-making
- To promote parents' engagement in program and community activities.

We are seeking a **Program Manager** with an abundance mindset to manage our Kidznotes music programs in Durham Public Schools (DPS) and Wake County Public School System (WCPSS) partner schools and nucleos. This is a full-time exempt position based in Durham, NC. During the current COVID-19 pandemic, Kidznotes is operating remotely with staff working from home, with all music programming conducted virtually. As school and public health conditions improve, this position would be working between the Durham and Raleigh nucleos, reporting weekly to the Durham main offices within the next 12 months. The Program Manager will report to the Executive Director until a Program Director is hired.

We welcome experienced, adaptive, and committed applicants who possess the following qualifications:

- 3-5 years of experience in music, arts, and/or education program implementation or management, including familiarity with program assessment methods
- Thorough knowledge of Durham Public Schools (DPS) and/or Wake County Public School System (WCPSS) academic programs, after school supporting services procedures and requirements.
- Working knowledge of, and ability to play a musical instrument, preferably strings
- Strong commitment to El Sistema's philosophy of social change through music and the mission of Kidznotes



- Have excellent written and verbal communication skills, and the ability to interface with diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Bilingual in English and Spanish is a plus, and/or ability to flex communication style to address multiple cultural environments
- Promote equity through the 1) identification and removal of barriers, 2) facilitation of learning, 3) cultivation of community, and 4) empowerment of people
- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of a decision-making process
- Experience with Google Suite and Database Management software (preferably Salesforce) a plus
- Four-year undergraduate degree or equivalent experience preferred

Primary responsibilities include:

Program & Curriculum

- Collaborating with Executive Director and Curriculum Coordinator to ensure curriculum, pedagogy and culture alignment that is inspired by the ideals of El Sistema
- Coordinating DPS and WCPSS calendars to ensure effective in-school and afterschool program communication and implementation with district partner schools
- Supporting the evaluation and assessment of the Program's strengths and challenges; making recommendations for improvement and growth
- Producing student performances in collaboration with Teaching Artists and other Kidznotes staff; leading/assisting with evening/weekend programming, concerts, field trips, etc.
- Assisting with the coordination of other aspects of the holistic program (snack, homework, recess, etc.)
- Supporting relationships (preparation and communication) with partner school music teachers at community partner schools
- Advancing cultural competency at Kidznotes through the intentional infusion of culturally responsive sustaining education (CRSE) practices into Kidznotes culture
- Assisting with other special projects and events as needed

Teaching Artist Management & Support

- Proactively developing and nurturing the talent of the corps of teaching artists and program assistants; co-constructing performance goals, objectives and development plans, and providing ongoing constructive performance feedback
- Supporting the training and onboarding of Program staff using authentic experiences that promote a culturally responsive work environment



- Mobilizing and encouraging the Program team and volunteers, establishing specific plans, projects and objectives needed to accomplish Program objectives
- Attending El Sistema professional development sessions and conferences

Enrollment & Recruitment

- Maintaining a database of accurate Program information including student enrollment and rosters, attendance, class schedules
- Coordinating with Executive Director, Curriculum Coordinator and Kidznotes Communications team to advertise and implement annual recruitment and enrollment in school-year programs, summer camp
- Communicating with DPS and WCPSS community partner schools to promote student recruitment within partner schools and district-wide
- Coordinating with Executive Director and Curriculum Coordinator to recruit school district teachers to co-teach introductory level classes at partner schools
- Assisting with the identification and recruitment of new partner schools for in-school K-1 Program

Operations & Inventory

- Managing instrument inventory
- In collaboration with Site Coordinators, volunteer recruitment and management
- Effectively and respectfully communicating with students, parents, and other stakeholders regarding Program information, scheduling, instrument issues, and any other pertinent information

Kidznotes is deeply committed to anti-racism, inclusion, and equity in our programming and workplace, and to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, creed, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, and any other identity.

Start Date: ASAP

Application Deadline: Resumes will be reviewed on a rolling basis and the position will remain open until filled. Preference will be given to resumes received by 3/19/2021.

Salary Range: \$40-45,000

Benefits Include: Medical, Vision, Dental, 401K, PTO and Professional Development

Please submit your cover letter and resume to jobs@kidznotes.org.