Eastman Community Music School Leadership Position

Eastman School of Music

University of Rochester

Title: Associate Dean of the Eastman Community Music School

Supervised by: Dean of the Eastman School of Music

Established in 1921, the Eastman Community Music School (ECMS) is a division within the Eastman School of Music, one of the academic units of the University of Rochester. The Associate Dean of the Eastman Community Music School manages and oversees all aspects of the school. The ECMS offers programs serving an average of 1,500 students per year, who range in age from 4 months to over 90 years. The Associate Dean reports directly to the Dean of the Eastman School of Music and is a member of the Dean’s Senior Leadership Team.

General Purpose:

The Associate Dean of the Eastman Community Music School provides leadership for programs, operations, policy development and implementation; and all other related processes for the Eastman Community Music School. Associate Dean is a dynamic and accomplished leader with a distinguished record of managing an arts education institution. The Director and Associate Dean demonstrates a commitment to excellence in educational and musical settings and has significant experience as an advocate for the arts in community venues.

Specific Duties:

Executive Leadership and Management:

Provide executive leadership in the development and achievement of the vision and goals for the Eastman Community Music School. Work closely with the Eastman School of Music leadership and ECMS faculty and staff to develop and implement a strategic plan that clearly articulates ECMS direction for the future. This includes specific programming initiatives, educational opportunities, community outreach, capital improvements, technology upgrades, and staffing structures; and the fundraising plans to support them.

Communicate regularly with the ESM deans and directors, involving them in key organizational developments and initiatives.

Ensure alignment and integration of the vision and goals with the school’s operations and the annual operating budget.

Promote and sustain a healthy school climate of mutual respect, and motivate faculty and staff to optimum achievement.
Develop strategies to continuously enhance the school’s public image with an emphasis of the school’s value to the community, by developing partnerships that assist in the advancement of the school’s mission and by being professionally active and visible in the community.

Personnel Management:

- Manage and oversee the recruitment, selection, compensation, evaluation, and retention of faculty and staff.
- Determine staffing requirements for program delivery and effective organizational management. Analyze the current staffing structure to ensure ECMS runs as effectively as possible and maximizes available human resources.
- Oversee faculty orientation and ensure that required training is provided.
- Coach and mentor faculty and staff as appropriate.

Financial:

- Manage overall fiscal matters of the school, including developing the school’s annual budget, providing periodic forecasts, and monitoring resource utilization.
- Effectively allocate annual and ongoing gifts and endowment spending, as well as administrate financial aid and graduation award decisions and selections.
- Monitor capital needs and develop requests as needed.

Faculty and Students:

- Evaluate existing programs to ensure Eastman Community Music School programs respond to the needs and interests of current and prospective students.
- Assign new students to instructors and interns.
- Oversee all faculty assessment processes, including the development of scope, sequence, benchmarks, measurement tools, indicators and goals as assigned.

Advancement, Communications and Alumni:

- Effectively develop and execute annual plans for the school’s marketing efforts, including the ECMS course catalog and schedule, special flyers and print ads, TV and radio spots, web presence, and social media.
- Oversee alumni relations and communications with donors, including stewardship as needed.
Work closely with the Eastman School of Music administration to expand the existing donor base, create fundable partnerships, and launch a capital campaign.

Teaching:

Provide instruction for ECMS students in professional area of specialization

Qualifications:

- Graduate degree and professional record as an established leader in music/arts education.
- Significant leadership experience in managing an educational organization.
- Be an accomplished musician with an outstanding record of educational and musical experience.
- Demonstrate a commitment to providing high-quality music education to diverse students.
- Have experience with fundraising in the community from individuals, foundations, corporations and events.
- Possess excellent verbal and written communication skills.
- Have an engaging personality and the ability to interact effectively with people from all areas of the community, including students, staff, faculty, neighbors, program partners, donors, and media.

Applicants should submit a curriculum vitae and a detailed cover letter via the University of Rochester’s Human Resources page. Please visit https://www.rochester.edu/working/hr/jobs/ and search for job 196205. Review of candidates begins July 1, 2016, and the search remains open until the position is filled.

The Eastman School of Music/University of Rochester seeks to create a community that is rich with cultural, social, and intellectual diversity. We are an Affirmative Action/Equal Opportunity Employer and actively encourage applications from individuals in groups underrepresented in higher education and community music education.