Title: ROCmusic Operations Manager and Teaching Artist

Location: ROCmusic at Gantt R-Center (City of Rochester Community Center)
          ROCmusic at Edgerton R-Center (City of Rochester Community Center)

Reports to: ROCmusic Director

Hours: Approximately 15-25 hours per week, 90 day probation period

Pay: Depending on Experience

Start Date: August 2016

Inquiry: Please send your resume and cover letter to ROCmusicKIDS@gmail.com

Interviews will be scheduled depending on interview committee & applicant availability

MISSION

ROCmusic is an El Sistema-inspired after-school and summer music education program in Rochester, NY that provides tuition-free classical music and instrument instruction to urban youth in the neighborhoods in which they live. A partnership between the Hochstein School of Music & Dance, Eastman School of Music (University of Rochester), Eastman Community Music School, City of Rochester, Rochester Philharmonic Orchestra, and the Rochester City School District.

ROCmusic is offered at two downtown Recreation sites, offering programming five days a week to students in grades 1 through 12. We are an innovative arts-outreach program that engages children and their families in the experience of making and appreciating classical music. The program is designed to instill a love of learning, responsibility, respect, and academic success, ultimately positively affecting social change in our students and the communities surrounding them.
Program Details – ROCmusic has 3 levels of training:

**Readiness** – General Music, introductory Recorder instruments & voice/choral training

**Concertino** – Beginning to Intermediate String Instruction, with small group-lessons

**Orchestra** – Intermediate to Advanced mixed-group String-rehearsals, with solo lessons

**POSITION SUMMARY**

The ROCmusic Operations Manager is responsible for all day-to-day operations of each site, special event coordination, and is a Teaching Artist for the program (either strings or general music). The ROCmusic Operations Manager is expected to work directly with the Director to execute the strategic plan outlined by the ROCmusic partnership collaborative. These tasks include, but are not limited to the following:

**Site Management**

- Generate teaching/intern weekly schedules and classroom assignments
- Work directly with each site to ensure ROCmusic has the resources needed for operations, including: Snacks, Transportation, Classrooms
- Organize Teaching Artists to Set up & breakdown classroom spaces needed for ROCmusic programming & concerts
- Coordinate ROCmusic resources for all additional performances and collaborations, i.e., chairs, stands, sound equipment, instruments, etc.
- Coordinate guests and volunteers to each ROCmusic site, including: guest artists, Rochester Philharmonic Orchestra, Musicians, tutors, and donors
- Manage ROCmusic Registration & Wait List maintenance
- Maintain a current database of student contact information
- Coordinate instrument assignments, repairs, & assists in maintenance
- Assist Director in collecting data for program evaluation, including attendance, academic performance, surveys, parent feedback, ROCmusic staff feedback
- Work with Director to manage all social media associated with ROCmusic, videos, photos, FB, notices, flyers
- Gather necessary permission slips and liability waivers for additional events beyond normal programming
- Create programs for ROCmusic concerts throughout the year
- Create and manage discipline and attendance policies that align with City of Rochester Department of Recreation and Rochester City School District
- Maintain relationships with stakeholders to create safe, nurturing environment at ROCmusic
- Maintain all communications with parents & students via notices & phone calls
- Work with Director and stakeholders to identify students with special needs, and create a plan of action that is consistent with existing efforts, to increase ROCmusic effectiveness
- Attend events as determined by the ROCmusic Director
- Perform all other duties as assigned by the ROCmusic Director
Teaching Artist

- Collaborate with ROCmusic faculty and staff to create a shared curriculum, pedagogy, and culture inspired by the ideals of El Sistema
- Lead string classes, group lessons AND/OR Choir, General Music classes
- Team teach and operate running ensemble classes with up to 100 students
- Assist with full orchestra rehearsal of up to 60 students; tuning strings, playing in the section, and/or assist with Choir rehearsals of up to 100 students
- Work directly with the ROCmusic faculty and staff team to execute the Artistic Vision outlined by the ROCmusic Director
- Attend music pedagogy and professional development sessions, as assigned by Director
- Design teaching materials like worksheets, workbooks, handouts, etc.

QUALIFICATIONS:

- Four-year undergraduate degree or equivalent experience required; post-graduate degree or equivalent experience a plus
- Demonstrated excellent musicianship and artistry as a teacher/performer
- Strong commitment to El Sistema's philosophy of social change through music and the mission of ROCmusic
- Highly organized
- Able to simultaneously manage, prioritize, and benchmarks multiple projects and deadlines
- Strong knowledge of standard music pedagogy (Suzuki, etc.) with certification preferred
- Experience teaching beginning strings and/or choir
- Experience leading and conducting ensembles
- Strong knowledge of repertoire, curriculum and pedagogy
- Experience working with children from diverse ethnic and economic backgrounds; experience working in underserved communities
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Interest and ability to be a motivational mentor and role model for students, parents, and peers as an artist, teacher and citizen
- Must have independent means of transportation
- Must be able to work as a member of a team
- Ability to work under frequent observation
- Ability to arrange music a plus (Sibelius preferred over Finale)
- Bilingual in English and Spanish a plus

An Equal Opportunity Employer

It is the policy of the ROCmusic Collaborative to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, disability, age or Veteran Status.