

GREATER TWIN CITIES YOUTH SYMPHONIES (GTCYS)

Position: **Harmony Manager**
Status: Part-time; approximately 15-25 hours/week; schedule fluctuates with Harmony programming
Supervises: Harmony Assistant
Reports to: Executive Director

About the Greater Twin Cities Youth Symphonies and Harmony

The Greater Twin Cities Youth Symphonies (GTCYS) transforms young musicians of all ages, abilities, and backgrounds by breaking down barriers to music instruction and providing high quality orchestral experiences. GTCYS serves more than 1,000 students ages 8-18 through nine school-year orchestras, two summer programs, and its Harmony strings instruction program. GTCYS students share 30 concerts and inspire 17,000 community members through our educational activities and performances each year. Committed to making our programs accessible, GTCYS will award more than \$100,000 in need-based scholarships for tuition, private lessons, and Symphony's international tour in 2019-20.

Now entering its fourth year, Harmony is an extra-curricular program in partnership with Riverview Elementary School on the West Side of St. Paul. This highly accessible program breaks down barriers to music instruction and creates opportunities for students to develop a love of music and become strong learners and leaders. In Harmony, students become part of a musical community and have a pathway for continued participation in GTCYS' orchestras as they advance.

In 2019-20, Harmony will provide violin and cello instruction for up to 60 3rd, 4th, and 5th graders from early October through mid-May. Students meet before school from 8:00am-9:15am three times a week (Tuesday-Thursday) for small and large group instruction, and orchestra day beginning in winter. During the school year, students will also participate in multiple performances on the West Side and at Orchestra Hall, and benefit from additional enrichment through field trips, concert outings, and retreats. Additional summer programming is likely. Most Harmony students are members of immigrant families, with the majority being fluent in Spanish and English.

About the Role

The Harmony Manager is responsible for planning and implementing program activities, developing relationships with partners and stakeholders, and collaborating with the Harmony Director and supporting faculty to ensure students' success and that of the program. The successful Harmony Manager will be fluent in Spanish, bring a love of orchestral music, have experience working with underserved youth, be highly organized, and able to take initiative.

Responsibilities

Program Management and Development

- Collaborate with the Harmony Director to ensure that program activities align with Harmony's vision as well as GTCYS' strategic goals and operations
- Work with Harmony Assistant to ensure smooth logistics and operations of all program activities and details
- Maintain regular presence at Harmony activities and events
- Lead student recruitment and retention efforts with Program Assistant
- Develop and lead student evaluation process in collaboration with faculty
- Manage student concerns and help facilitate conversations with Riverview and families regarding challenging behavior
- Create program policies and procedures (for participation, attendance, behavior, etc.) in collaboration

with GTCYS and Riverview staff, with an emphasis on equity and inclusion

- Communicate with parents/guardians about program details, progress, student behavior
- Develop ways to increase engagement with Harmony parents/guardians
- Help recruit, hire, and train Harmony faculty (currently 8 teaching artists) in collaboration with Harmony Director and Executive Director
- Maintain clear and consistent communication with Harmony faculty regarding program and student details
- Help faculty uphold use of program policies and procedures
- Develop list of substitute teaching artists and fill vacancies
- Plan professional development activities for Harmony faculty to enhance their classroom management skills and intercultural competency
- Lead bi-weekly faculty meetings
- Supervise Harmony Assistant and any support staff and/or mentors
- Help evaluate Harmony's overall success and recommend adjustments
- Prepare bilingual program materials in Spanish and English
- Support Harmony expansion activities over time and implement steps for Harmony alumni to continue advancing through GTCYS' orchestras

Community Involvement

- Enhance relationships with West Side individuals and community organizations
- Represent GTCYS as an ambassador at West Side events
- Identify partnership opportunities with the community to support and sustain growth

Administration

- Prepare and track Harmony's annual budget
- Track payroll for Harmony faculty and staff
- Provide data and input for fundraising and marketing purposes
- Participate in regular meetings with other GTCYS staff and Community Engagement Committee
- Work across the organization with GTCYS staff and conductors to share information and align programming
- Participate in GTCYS' ongoing intercultural development initiatives

Desired Qualifications, Attributes, and Expectations

- Bachelor's degree in education, non-profit management, music or comparable experience
- 3+ years of successful experience managing and implementing community-based programs and projects
- Spanish fluency required (written and spoken)
- Experience and comfort level working with underserved students from diverse backgrounds
- Experience navigating complex partnerships and achieving shared goals
- Exceptional planning and organization skills, and attention to detail
- Strong written and verbal communication skills
- Solid computer skills and proficiency with Microsoft Office (Word, Excel, Outlook) and Google platforms
- Strong leadership skills and ability to uphold expectations with students, faculty, and staff
- Ability to anticipate needs and challenges, and the initiative to proactively address them
- Creative problem-solving skills and can-do attitude
- Strong interpersonal skills to work collaboratively and demonstrate empathy, patience, and humility with fellow staff, program partners, families, volunteers, and community members
- Resilience and ability to adapt, improvise, and take initiative in ever-changing situations
- Ability to take direction and accept constructive feedback, and provide it to others
- Ability to maintain a positive attitude and serve as an encouraging role model with students

- Availability to work a flexible schedule, including occasional evenings and weekends in addition to Harmony mornings
- Access to reliable transportation to arrive on time to program activities and work commitments
- Understand and adhere to GTCYS' Child Protection Policy and any other policies set by GTCYS
- Must successfully pass a background check

GTCYS is dedicated to building a culturally diverse and equitable environment. We strongly encourage applications from people of color and from populations underrepresented in the orchestra field.

To Apply

Please submit the following materials to Executive Director Megen Balda at megen@gtcys.org. Applications received by July 1 will receive priority consideration.

- Letter of interest describing relevant skills and experience, and your reason for applying
- Resume outlining your professional background
- List of three references with contact information