



We're looking for a Program Director!

Since 2013, Bakerview Music Academy has given Fraser Valley youth access to professional after-school El Sistema music lessons, with preference given to children from low-income, single-parent, and large families. Admission to BMA is very inclusive and open to all Abbotsford students – there is no audition process. We have children who are new to Canada and many who are Canadian by birth but representative of a wide variety of cultures.

Based on the revolutionary El Sistema (the System) program in Venezuela, the goal of Bakerview Music Academy is to inspire Abbotsford youth to achieve their full potential and to have a positive impact on their lives and society as a whole. Our program fosters better citizens while developing talented musicians who get to experience the joy of performing.

Position Summary:

The Program Director is the head of our community, a caring leader who encourages the best from all of our students and staff. They connect the Academy to donors, community organizations, and other programs, and pay attention to the daily details as well as planning for the long term vision of our program. Our Program Director should bring experience, passion, and wisdom to this role.

Reporting to and working closely with the Board of Directors, the Program Director serves as the head of educational programming and carries out the implementation of the curriculum to achieve musical as well as non-musical, social outcomes for students. The Program Director will recruit and oversee the programming staff and the team of Teaching Artists and their professional development; plan and oversee the performance season; cultivate partnerships with community and other organizations; and administer the inventory of musical instruments and equipment. You will be supported by and work with our part-time contract Administrator.

The Program Director will uphold Bakerview Music Academy's mission, vision, and core values, and the ideals of the El Sistema philosophy, in order to create an encouraging environment in which staff, teachers, students, and families thrive.

Position Type: **Contract, Part-Time** (Approximately 12-15 hours a week)

Contract Period: July 1 to June 30, Tuesdays and Thursdays

Salary commensurate with experience

Responsibilities and functions:

Oversight and Supervision of Programs

- Implement the Academy's educational programming including its structure, schedules, annual calendar, repertoire and activities,

- Lead development and cultivation of program partnerships;
- Supervise purchasing, distribution, and inventory of instruments and accessories.

Recruitment and Evaluation

- Oversee student recruitment and retention,
- Oversee student musical and social learning progress,
- Carry out classroom observations and give feedback to Teaching Artists to allow for program assessment.

Team Management

- Direct the team of Teaching Artists,
- Lead and motivate to achieve our goals and instill our core values across the program,
- Lead team meetings for planning, reflection, feedback, and improvements,
- Recruit and onboard Teaching Artists,
- Administer scheduling of Teaching Artists and substitute teachers and ensure their adherence to organizational policies,
- Plan training and professional development to ensure consistent goal setting and achievement,
- Set educational and music repertoire goals and monitor implementation and progress.

Qualifications and Skills:

- Strong commitment to the mission, vision, and core values of the Bakerview Music Academy and the El Sistema philosophy,
- Undergraduate music degree required, preferably in music education, arts administration, management, or a similar field,
- Orchestral and children's music training and experience,
- Experience in a managerial or supervisory role including directly supervising and evaluating staff,
- A minimum of three years of experience working in the field of music, arts education, and with children and youth,
- Knowledge and experience in curriculum design, implementation, and evaluation,
- Exceptional administrative and organizational skills with ability to handle multiple priorities and tasks and manage staff to everyone's best abilities,
- Excellent verbal and written communications skills with demonstrable ability to effectively facilitate meetings, present publicly, and provide professional business level written information,
- Experience working with culturally and economically diverse populations,
- Ability to work collaboratively on a team and in a high-pressure, fast-paced environment,
- Strong computer skills at a business professional level: proficient with Microsoft Office Suite and Google Suite,
- Welcomes feedback as a means to personal and professional growth,
- Occasional evening and weekend availability required.

Please submit a cover letter along with your resume to info@bakerviewmusic.ca by July 15, 2021. Tell us a bit about yourself, why you'd be a good fit for BMA, and your salary expectation.