

## **Bravo Waterbury Program Director Job Description**

**9/6/11**

**Position:** Bravo Waterbury Program Director

**Status:** Full Time

**Reports to:** Waterbury Symphony Orchestra Executive Director

- **Position Summary:** The Program Director of Bravo Waterbury will be responsible for the overall success, growth, and progress of the program by taking responsibility for the design and implementation of the program, guiding the appropriate program evaluation, and leading efforts for its sustainability and expansion. Bravo Waterbury will be designed, implemented and evaluated to adhere to the vision and goals of el Sistema.

### **Key Responsibilities:**

- Design and manage the successful implementation of Bravo Waterbury including student recruitment and retention, curriculum design, community outreach, marketing, teacher recruitment and management, performance management, budgeting and evaluation
- Develop and maintain relationships with Bravo Waterbury partners and stakeholders for sustained quality execution
- Maintain communication with host community site regarding Bravo's intended program plans and goals including collaborative efforts to recruit/retain students and foster parental/caregiver commitment
- Recruit and supervise teaching artists
- Collaborate effectively with Bravo teaching artists on pedagogy and curriculum
- Plan and implement site-related teaching artist professional development to insure consistent instruction and adherence to the vision and goals of El Sistema
- Manage evaluation, assessment, and documentation of Bravo Waterbury and provide timely updates, reports and recommendations for improvement
- Research and prepare grant requests and participate in sponsor development
- Manage existing funding including preparation of interim and final reports and related requirements
- Develop and monitor Bravo program budgets
- Develop productive connections between Bravo and other education, social, and arts programs in Waterbury
- Attend community events and meetings to support the outreach and marketing of Bravo Waterbury

### **Position Requirements:**

- A minimum of three years of professional experience working in the field of arts education with a 4-year undergraduate degree or equivalent experience required
- Familiarity with different music education pedagogies and the culture of youth orchestras and/or community music schools in combination with demonstrable experience working with music teachers and students
- Experience in collaborative program design and development coupled with a successful track record of sustainable implementation and execution of arts education projects serving at risk populations
- Excellent verbal and written communication skills with demonstrable ability to effectively facilitate meetings, present publicly, and provide professional and appropriate business level written information utilizing various media
- Strong orchestral music knowledge
- Bilingual skills (Spanish) would be an asset, but not necessary
- Strong computer skills and demonstrated project management and organizational skills
- Ability to work with diverse personalities and populations and work cooperatively in a small open workplace environment