



Job Posting

## Director of Education

Posted: January 22, 2018

Submit resume & cover letter by: February 19, 2018

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### About the Conservatory

The Wisconsin Conservatory of Music is the largest non-profit community music school in the state. Founded in 1899, the Conservatory provides musical experiences to students from age four months to adults, to all levels of abilities, working to develop creative, artistic, and whole individuals. The Conservatory annually reaches over 17,000 individuals across southeast Wisconsin through individual lessons, classes, festivals, camps, concerts and our community partnership program, Conservatory Connections.

### About Milwaukee

The city, the largest metropolitan area in Wisconsin, overlooks beautiful Lake Michigan. Containing a rich cultural heritage, Milwaukee is filled with cultural attractions such as the Milwaukee Art Museum, Milwaukee Symphony Orchestra, Summerfest, Milwaukee Repertory Theater and a highly active festival season in the summer and fall. It is a thriving and growing metropolitan area, ranked in the Top 50 Best Places to live by USNews.com.

Submit cover letter and resume to Rachel Fritz ([rfritz@wcmusic.org](mailto:rfritz@wcmusic.org)) by **February 19, 2018**.

No phone calls. References to be furnished upon request.

### Job Overview

The **Director of Education** is responsible for developing and executing all education programs within Conservatory central and branch locations and in the Conservatory Connections program - with the direction and input of the Executive VP of Advancement/Education. This position requires extensive programming and people management skills and a thorough understanding of best practices in music education. This individual must show exceptional maturity and leadership and an ability to effectively communicate and follow the mission of the Conservatory and the policies of the President and Board of Directors.

Job Title:	Director of Education
This position reports to:	Executive Vice President of Advancement and Education
Employment Classification:	Exempt
Work Hours:	Flexible, will include some night and weekends as needed
Number of Direct Reports:	All Faculty, Department Chairs, Two Education Managers

### Duties & Responsibilities

- Supervise and oversee all aspects of the Education Department including the development of programs and initiatives in response to community needs and faculty recommendations with input and direction from the Executive VP of Advancement/Education.
- Ensure that recruitment and revenue goals are being achieved in all programs.
- Manage Education Department direct reports, including but not limited to: Education Managers, Faculty, Department Chairs and others as assigned. Evaluate all full-time employees annually. Work with Department Chairs to observe and give feedback to faculty. Work with EVP to interview and recommend hiring of new faculty.
- Work with faculty to develop curricula as needed and create course offerings each semester.
- Support all educational programs, classes and special events through participation and attendance as requested.
- Serve as the primary liaison and account representative to program partners, including the management of program implementation and contract fulfillment.
- Work with EVP to maintain and develop strategic partnerships with outside organizations that provide programmatic and revenue growth and encourage enrollment in branch programming, or otherwise serve the mission of the Conservatory.

- Develop and manage an aggressive growth plan, including collaboration with the Marketing Department for any necessary promotional materials.
- Work with Education Manager to provide instructor support including professional development, equipment and supply needs.
- Collaborate with Development and Education staff to ensure that all grant reporting information is collected, maintained, and communicated in a timely manner.
- Manage programmatic assessments and evaluations.
- Perform other duties as assigned.

#### Qualifications

- Master's degree in music education/performance or a related field or equivalent experience required.
- At least five (5) years experience in program management.
- Teaching experience, with a specialty area in instrumental or vocal music.
- Commitment to providing access to high quality music programming to all communities.
- Strong oral and written communication skills.
- Experience working in cooperation with children, families, music educators, community agency personnel and administrators.
- Experience recruiting, building and coordinating programs.
- Experience working with the Microsoft Office Suite.
- Excellent organizational skills.
- Ability to maintain the highest professional ethics at all times.

*The Conservatory is committed to the principle of equal opportunity in employment and in the operation of our education programs and activities. The Conservatory prohibits discrimination based upon race, color, religion, gender, sexuality, national origin, age, disability, and other characteristics protected by applicable federal, state, and local law.*