

TITLE: School Partnerships Manager
REPORTS TO: Senior Director of Programming
STATUS: Non-Exempt – 15 hours per week

ABOUT BLOOMINGDALE SCHOOL OF MUSIC

Bloomingdale School of Music is a nonprofit community music school located on Manhattan's Upper West Side and serving over 650 students from all over greater New York City. The school has an extraordinary faculty, an innovative program, and a fifty-year record of providing access to high quality music instruction in private lessons, classes, and school partnerships. Bloomingdale is at an exciting time in its history, focused on strengthening the program within the school and proactively building relationships and connections in the community we serve. The school is housed in a five-story brownstone at 323 West 108th Street, between Broadway and Riverside Drive. The facility has 14 teaching studios, a recital hall, and offices. More information may be found at the school's website www.bsmny.org.

ABOUT THE POSITION

The School Partnerships Manager will work closely with the Senior Director of Education, Director of Student Services, External Affairs Team and faculty members as well as the school partnership teachers and administrative leaders to oversee all aspects of partnerships from contracting to final concerts.

The role will involve building and maintaining systems, supporting faculty and school administration in developing appropriate curriculum, developing and sustaining relationships, reporting processes, scheduling, correspondence, and assessment efforts to run and expand partnerships

Program Development and Community Building

- Acquire relationships with current school partnership leaders and teachers, continue the lines of communication as they exist to support the current work
- Work with the current programming staff to learn and understand the programs as they currently exist with school partnerships
- Support current faculty through site visits and regular check-ins regarding their work, strategize around challenges and set performance goals for the schools
- Build relationships with leadership staff and teachers at potential partnership schools in the neighborhood and a wider geographical footprint based upon the recommendations of the school's strategic plan
- Develop proposals for new school partnerships both during the day and afterschool hours
- Work with the Student Services team to develop invoices and attendance systems in ASAP
- Collaborate with the Senior Director of Programming to develop new offerings for schools both on and off-site
- Create an annual recruitment plan and strategy with the Senior Director of Programming and the Marketing team
- Oversee application and maintenance of NYC DOE Vendor Contract; Stay up on DOE trends/priorities - build BSM programs to complement and support and generate revenue - earned/unearned
- Coordinate instrument rentals for local school partnerships - i.e. TSC - prepare forms, make sure all rental instruments are in working condition, collect and check returning instruments

Communication

- Communicate regularly with faculty members who teach with school partnerships to keep aware of student progress, inform faculty of upcoming events and the needs for participation and to create an open line of communication amongst colleagues.
- Communicate regularly with front office staff about scheduling as needed in regards to faculty or spaces at Bloomingdale
- Communicate with faculty regarding schedules consistently
- Communicate with Program staff regarding program development and growth, recruitment, successes and any issues that arise.

Faculty

- Select faculty (working with Registration for schedule and availability) for off site teaching
- Work with the Senior Director of Programming to hire and onboard new faculty for partnership teaching
- Observe and evaluate faculty at offsite school partnerships
- Support faculty by attending concerts and meetings when possible

Qualifications

- Bachelors or Masters in Music, Education, and/or Arts Administration
- 3+ years Education Program Administration
- Highly experienced administrative and organizational skills, systems builder and extraordinary communication skills.
- Management and work experience in a collaborative, collegial and service oriented manner.
- Experience managing faculty and staff in a community music setting, experience as a teacher and performer a plus.
- Dedication to diversity and inclusion, and experience working with diverse communities of people.
- Strong passion for music, education, and community as a positive force for bringing people together in a positive, inclusive, and exciting way
- Proactive problem solver, excellent relationship-builder, trustworthy, highly diplomatic and open to diverse points of view

SALARY

This is an exempt position starting with a 15-hour per week schedule. It includes some weekend and evening attendance. \$22 per hour.

Application and Hiring Process

- Candidates interested in this position should submit a cover letter and resume to [School Partnerships Manager Application](#) by June 25, 2022
- Only those being considered will be contacted by email/phone for an initial interview
- Position will begin in July/August 2022

Bloomingdale School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.