

Settlement Music School

Opening Available ~ Settlement Music School Full-time Position

Founded in 1908 Settlement Music School, a non-profit organization, is one of the largest community schools of the arts in the United States serving children and adults of all ages at six branches located in South, West and Northeast Philadelphia, Germantown, Willow Grove, Pennsylvania and Camden, New Jersey. Settlement provides over \$2 million dollars each year in financial aid and scholarships to fully 60% of its students. Settlement's reach is broad, and it continues the principles of its Founders, that there be no barriers to participating in music and arts education.

Position: Director, Germantown Branch
6128 Germantown Avenue
Philadelphia, PA 19144

The Branch Director is responsible for the educational, artistic and administrative management of the Germantown Branch and works as a member of the senior management in the overall administration of Settlement Music School. The person will work closely with all Branch Directors and the Director of Education to build upon successful program development models to encourage student recruitment from the community. The Germantown Branch Director is integral to building new partnerships and developing existing ones in the local community, which has been an area of tremendous growth for the School in the past several years.

Specific responsibilities for this full-time position include:

- Hire and supervise a six person (full-time and part-time) office and custodial staff
- Assign and supervise approximately 50 faculty
- Oversee programs that provide more than 750 services per week
- Develop partnerships within the community served by the branch
- Continue to build enrollment
- Act as the staff liaison to the Germantown Branch Board of Directors
- Manage a 25,000 square foot branch facility and grounds

The Branch Director reports to the Chief Executive Officer and works closely with the Director of Education.

Qualifications:

- Bachelors degree in music performance or music education
- Masters degree in music performance or music education or equivalent experience preferred
- 7+ years teaching experience and arts administrative experience that includes management
- Extensive knowledge in the field of community arts education
- Outstanding communication skills both verbal and written
- Ability to establish strong working relationships with individuals inside and outside the institution and be an outstanding advocate of Settlement's mission

Competitive salary and comprehensive benefits.

Send cover letter and resume *by email only* to: Helen Eaton, CEO, helen.eaton@smsmusic.org

Settlement Music School is an Equal Opportunity Employer.