

About the Woodlands & Notes from the Heart Music Program

The Woodlands is a non-profit and a place for freedom that sits 20 miles north of the city of Pittsburgh on 52 acres of serene, private wooded property, our grounds feature: an indoor heated pool, 48-bed lodge, dining hall, creative arts and computer lab, activity center, camping area, sports court, nature trail, adapted zip line, amphitheater, adapted kitchen, adapted archery range, and a par-3 adapted golf course. Every experience at The Woodlands is made to be as accessible as possible offering signature programs, expert staff and adapted facilities are all designed around our mission to enrich the quality of life for individuals and families navigating the journey of disability and chronic illness. Our barrier-free environment encourages everyone, of every ability and disability, to safely explore what's possible and discover new levels of independence. Participation is encouraged at every level and celebrated in a welcoming and approachable group setting such as our music program, camps, retreats, clubs and events.

The Notes from the Heart music program (NFTH) was established in 2000 and exist for individuals who engage musically with diverse learning styles, abilities, interests and creative expression. It has been designed to empower individuals with intellectual, developmental and physical disabilities through music to create community through the arts. Participating in The Woodlands' Notes from the Heart programs allows participants to find their voice and channel choice to engage in self-expression. Today, we serve over 100 participants of all ages annually through a variety of music programs. This accomplishment has proven to be the introduction into something even greater - an attitudinal shift addressing the misnomer of placing limitations on individuals with disabilities in our region and throughout our society. From participants' growth in an area of strong interest can come a greater realization of who they are as people, which then leads to increased arts expression experiences, socialization, independence, self-perception and overall wellness. As an organization, we are expanding, maturing and creating the opportunity for people to see the ability in disability through the universal language of music and we are inviting a skilled, passionate and experienced Director to join our team to lead this effort.

Director Position Summary

The Woodlands seeks a Music Program Director, who reports to the Executive Director this position will be building their advisory team, which should consist of the participants we serve and experienced staff to further develop the NFTH program content and design, including funding and development as the program progresses. The Program Director is a new position, created for the specific purpose of growing the program to a regional/national destination and oversees the program, including: service design; strategy and cohort-building; school relationships; research and evaluation; partnerships with arts and educational organizations; contract development and oversight; management of budget, staff, human resources and general operating systems; and compliance with Woodlands policies. The ideal candidate will be an experienced, independent, motivational leader who is passionate about mission driven work, and is excited about empowering individuals with disabilities and our participants to be at the center of the change we're trying to cultivate through music and the arts.

Specific job responsibilities:

- Will design and implement program offerings that are inclusive, for musicians of all-abilities, universally designed and providing the most productive learning environment programmatic offerings for each ability, age, and interest:
 - o Private and small group lessons
 - o small and large group instruction
 - o Therapeutic services
 - o Ensembles
 - o Instrumental instruction
 - o Opportunities for community performances and engagement
 - o NFTH music camps, year-round music programs, private practices, creative arts workshops, music ensembles, visits to schools, and curate events in the community;

- In partnership with the Director of Programs and Marketing and the participants the Woodlands serves, facilitate and maximize the provision of community arts resources to The Woodlands establishing new partnerships with artists and arts organizations, locally and nationally.
- Lead the NFTH team of diverse group of individuals with various abilities and learning styles in building strong working relationships with music and creative arts organizations and educational establishments:
 - o Understanding the major goals, challenges and opportunities in each south western county of Pennsylvania, both with respect to their adapted arts programs for individuals with disabilities and state waiver programs.
 - o Nurturing school and community environments that celebrate diversity, creativity and artistic achievement, including performances and exhibitions by individuals with disabilities, and arts enhanced physical spaces and displays;
- Work with Human Resources staff to recruit, interview, select, hire, and employ an appropriate number of employees.
- Oversee and facilitating a communications strategy using media and communications:
 - o Developing a communications plan that identifies and targets key audiences and emphasizes the central role adapted arts education has played in empowering individuals with disabilities
 - o Overseeing and obtaining regular, positive local press featuring schools, the program and the organization;
 - o Finalizing news releases for events, school visits and other opportunities;
 - o Reviewing and approving content for organizational communications channels including print collateral, web, blog, social media and e-blast;
 - o Ensuring consistent tone, look and feel across all organizational communications channels.
- In partnership with the Director of Development and Communications, oversee all administrative and development aspects of the program including, and not limited to:
 - o Identifying capital needs that will be necessary for program growth—i.e. designated rehearsal and performance space; classroom space; etc.
 - o Employee development and management, onboarding and termination, adherence to and occasional updates to the employee handbook, payroll submittals and time off requests;
 - o Developing and executing contracts, overseeing contract management and adherence to budget;
 - o Developing and supervising arts program implementation and dissemination of grants;
 - o All aspects of organizational budget development, forecasting, projecting, revision and reporting;
 - o Managing end of fiscal year closeout and reporting;
 - o Preparing of budgets, reports and other materials for the Board of Directors;
- Oversee all elements of compliance with and accountability to the Office of Developmental Disabilities and The Woodlands including, and not limited to:
 - o Complying with all reporting and data requirements;

- o Researching and securing additional waiver approvals for arts programs

Overall Woodlands Staff Behavioral Expectations:

- Customer Service - demonstrates the ability to respond with a high degree of urgency to the needs and requests of others, internally and externally. Understands the impact of their work on others.
- Understands safety policies and actively promotes safe practices in the workplace.
- Maintains constructive relationships and demonstrates respect for others.
- Deals constructively with conflict and focus on the situation, issue or behavior and not on the person by diffusing situations before conflicts arise, resolving conflicts directly and actively promoting and gaining cooperation from others.
- Accurately provides information in oral and written communications. Communicates ideas, opinions, or information in an articulate, professional way. Actively listens to others and demonstrates understanding of other points of view.
- Shows willingness and ability to adjust to changing conditions or priorities.
- Advocates for persons with disabilities.
- Supports and carries out the philosophy, goals, objectives, and mission of the organization.
- Maintains confidentiality.
- Work a flexible schedule, including evenings and weekends.
- Communicate effectively, both orally and in writing.
- Work in cooperation with staff and the public.
- Identify hazards, implement solutions, and maintain a safe and orderly environment for program participants.

Minimum qualifications:

- Bachelor's degree from an accredited institution in a relevant field of study
- Graduate (Masters) degree or equivalent experience preferred in creative arts therapies, arts education, music performance or related field
- Work with minimal supervision
- Assume other responsibilities as requested

Skills in:

Enhancing social skills and self-perception (verbal, nonverbal) through musical modalities such as instrument playing, vocal work, and creative design of the program performances

Assessing the interests and needs of people with disabilities and adapting activities and equipment

Knowledge of:

Music and musical training: musicianship, music pedagogy, creativity, and skill/experience in facilitating both group and individual music making experiences

The nature and etiology of physical, developmental, cognitive and/or emotional disabilities and their potential impact upon an individual's ability to engage in recreational activities

The principles of therapeutic recreation including philosophy of community recreation and inclusion

Salary range: \$58,000-\$73,000

Send cover letter and resume via email to: Rachel Clark, Administrative Manager at rclark@woodlandsfoundation.org

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The Woodlands is an equal opportunity employer and celebrates diversity in the workplace and in the greater community. We do not discriminate against a job applicant or an employee because of the person's disability, race, color, ethnicity, sex (including pregnancy, gender identity, and sexual orientation), age, religion and/or socio-economic status. Individuals who identify as disabled or experiencing disability are particularly encouraged to apply.