



*PRIZM builds a diverse community through chamber music education, youth development, and performance. To achieve our mission, we bring together students and the community - composed of varied backgrounds, cultures, and religions from all over the Memphis metropolitan area.*

**Position:** Director of Operations and Programming

**Job Type:** Part-time / Flexible day hours / Some evening and weekend hours required

**Compensation:** \$30,000 (annually)

**Start Date:** January 2023

**Job Summary:** The Director of Operations and Programming (DOP) is responsible for ensuring organizational effectiveness through the smooth internal operations of the organization and managing the organization's internal and external communications. In addition, the DOP is responsible for overall program development, administration, and supervision at all of our in-school and virtual programs. The DOP supervises teaching artists and student teachers hired for all programs. They will develop and oversee the implementation of the PRIZM In the Schools (PITS) program. They will also work closely with school administrators to establish integrated educational activities supporting the organization's mission. The DOP is also responsible for programming, coordinating, and managing all aspects of music concerts for PRIZM Ensemble. The DOP reports to the Executive Director, is a member of the organization's management team, and is responsible for providing input that guides PRIZM's organizational strategic action.

## **Responsibilities**

### **Operations**

- Oversee vendor selection and relationships; negotiate and manage vendor contracts
- Play a significant role in long-term planning, including initiatives geared toward operational excellence.
- Prepare and implement routine correspondence, meeting materials, and other documents
- Work with the Executive Director, the Board, and volunteers to promote a positive atmosphere of community within the organization and with outside partners and program participants.
- Communicate with stakeholders and board regarding performances, expos, workshops, school, community programs, etc

## **Personnel**

- Supervise and manage all personnel, including supporting the organization-wide implementation of periodic performance reviews.
- Hire all teaching artists, student teachers, and other vendors/musicians for PITS, external performances, and collaborations.
- Develop good working relationships with school staff, parents, and volunteers and community partners.
- Oversee personnel development, including employee training and preparing and conducting all-staff meetings.
- Oversee allocation of staffing resources and responsibilities.
- Assist the Executive Director in setting strategic priorities for PRIZM in consultation with the Board of Directors and staff.
- Play a lead role in the communication between the in-school program partners, PRIZM board members, and organization directors.
- Attend all PRIZM performances and events.
- Supervise all day-to-day operations for PRIZM.
- Lead Summer Festival recruitment (including management of Parent and Alumni Associations for the Festival).
- Execute orientation and training for teaching artists and student teachers.
- Perform other duties as assigned.

## **Educational Programming**

- Work with ED to determine desired outcomes.
- Measure and evaluate program outcomes.
- Work with Parent and Alumni Association and Board to execute festival recruitment plan

## **Professional Development**

- Participate in professional organizations: Chamber Music America, etc.
- Maintain and update professional competence by attending workshops, classes, and conferences.
- Review new chamber music works and recordings.

## **Facilitation**

- Weekly meetings with the Executive Director for updates, weekly planning, and evaluation.
  - Monthly meetings with school administration to ensure program effectiveness

## **Qualifications**

- Bachelor's degree in music, education, or a related field. Master's degree preferred
- Minimum of 2 years of operational management or engagement
- Experience in working with educational environments and families and children
- Basic computer skills in word processing, spreadsheet, and presentation software, as well as knowledge of the Google and Microsoft Office suite of services
- Excellent written, and verbal communication skills, and interpersonal skills

- Strong management and organizational skills
- Ability to work independently, meet deadlines, multitask,
- Possesses innovative and creative problem-solving abilities

### **Physical Requirements**

Manual dexterity is required to use computers and general office equipment; some evenings and overtime may be required.

Work Location:

5530 Shady Grove Rd.

Memphis, TN 38120

### **COVID-19 considerations:**

PRIZM Ensemble adheres to the guidelines provided by the CDC.

**Special Requirements:** A background check is required after a conditional job offer.

Resignation: PRIZM requires a minimum two-week notice of resignation. For this position, a 30- day notice is preferred.

To apply, [click here](#).