Job Title: Early Childhood Program Manager  
Reports to: Deputy Director and President & CEO  
Status: Full-Time (30 hours/week with potential to increase)  
Supervises: Early Childhood Music Teaching Artists, ChIMES Assistant

About this Position
The San Diego Youth Symphony and Conservatory (SDYS) is seeking a full-time Early Childhood Program Manager to lead ChIMES (Childhood Introduction to Music Education, with Smiles) programs. These include classes in Balboa Park (parent/child style classes) and all early childhood music programming outside of Balboa Park, such as in preschools, community centers, and in partnership with public and private schools. S/he will lead our early childhood music team in a family-centered environment and be committed to our core values of inclusiveness, personal achievement, and community leadership. The ideal candidate will be able to engage young children and families from various backgrounds and have experience in early childhood learning and music education. Click here for a video of the ChIMES experience.

The Early Childhood Program Manager is responsible for the following:

Program Strategy
- Identify, propose, and lead program expansions to meet community needs/demand and advance SDYS’ vision.
- Oversee creation and implementation of curriculum and instructional plans by Teaching Artists.
- Increase saleability/marketability of the ChIMES program to create a profit center within SDYS (through branded merchandise, instruments, clothing, songbooks and curriculum, original compositions/recordings, expansion of fee-based classes, etc.)

Program Management
- Provide leadership of early childhood music programs to achieve student and family learning goals, including setting policies and procedures.
- Ensure consistency in program implementation and quality across all classes (Balboa Park, preschool, TK and other locations).
- Oversee classes (enrollment, classroom management, parent/teacher participation, implementation of curriculum, feedback from families, tuition payments, etc.)
- Supervise early childhood music Teaching Artists and program assistants, and support them to ensure strong working relationships, quality instruction, and achievement of shared goals.
- Manage the early childhood music budget, including staffing and other budget line items, with the Deputy Director.

Program Assessment
- Develop and manage program assessment tools, protocols, and reporting mechanisms (such as parent/teacher surveys).
- Formally and informally assess and evaluate direct reports.
Community Partnerships & Community Collaboration
- Serve as an SDYS liaison to all partnering schools and organizations concerning early childhood music in order to maintain strong partnerships that adapt and evolve to the needs of students, families, schools/organizations.
- Serve as a liaison to participating families to encourage family attendance at appropriate concerts, arts events, and events both within SDYS and the community as a whole.
- Strategically think about how ChIMES and ChIMES families can grow, expand, better serve, and be connected in the community and with other SDYS programs and opportunities.

Internal Coordination and Collaboration
- Attend SDYS staff and management team meetings.
- Work with the Deputy Director to hire teaching artists, program staff to engage guest artists for classes, development team to secure funding for early childhood projects, marketing team regarding branding alignment and promotional opportunities, and Production and Operations Manager to secure space to host ChIMES classes.
- Attend SDYS concerts, events and fundraisers as needed, and involve ChIMES as appropriate.

Administrative Support
- Ensure accuracy of email lists, rosters, class offerings, calendars.
- Write MOUs or vendor contracts for partnering locations, sites, and schools.
- Send monthly invoices to contracted preschools or other contracts; review monthly financials.
- Order, organize, and distribute instruments and supplies as needed for all Teaching Artists.
- Send out and collect Media Releases from preschool and TK classes.

Other duties as assigned by the Deputy Director or President & CEO.

Qualifications:
- Experience teaching early childhood music (preferably in a group setting with caregivers), preschool, and/or other early childhood groups.
- Knowledgeable about child developmental stages.
- Some program management experience, including vision, implementation, and assessment.
- Experience supervising and coaching employees.
- Experience writing curriculum and designing lessons.
- Strong musical skills on an instrument and vocally.
- Culturally sensitive with experience working with diverse children and parents.
- Flexibility and problem solving skills for situations that change.
- Effective communication in person and through other means.
- Bachelor’s degree required; Master’s degree or teaching credential preferred.

Preferred Qualifications:
- Bilingual (Spanish).
- Experience working in a music therapy setting; working with children with special needs; and/or working with other disadvantaged communities.
Does this sound like you? If so, we’d love to meet you. Email your resume and a thoughtful cover letter to hr@sdys.org.

Additional
This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time position with work responsibilities on weekends and/or evenings to be determined with the supervisor.

About the San Diego Youth Symphony
SDYS’ mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. We do this through both our traditional youth symphony programming (Conservatory Programs), our neighborhood-centered programming (Community Programs) and early childhood music education (ChIMES) classes. We know firsthand that education, social, community, and personal transformations happen when music is taught collaboratively and with excellence. Our vision is to make music education accessible and affordable for all. SDYS is a not-for-profit, 501(c)(3) organization.