

# AFROLATINJAZZ

## JOB DESCRIPTION

**Title:** Director of Education

**Reports to:** Executive Director

**Status:** Full Time

Belongó/aka Afro Latin Jazz is a New York non-profit organization dedicated to perform, educate about, and preserve the music of all of the Americas, emanating from African and indigenous roots, through the entry point of jazz. ALJA embraces its mission with a commitment to social justice, equity, inclusion, and the equality of all cultures worldwide. Belongó's mission is reflected by its core values of cultural inclusiveness, ground-breaking creativity, social consciousness, excellence and responsible stewardship, and purposeful engagement.

### POSITION

The Director of Education Programs is responsible for all Education programs in schools and community centers including but not limited to: **The Afro Latin Jazz Academy of Music (ALJAM), Global Rhythms of our Tribes (G.R.I.O.T.), Special Programs including the Fat Cats Youth Orchestra Program, and programs at community centers.**

**ALJAM** is an in-school and after school year-round residency program dedicated to providing instrumental, theory and ensemble instruction to low-income elementary, middle and high school students in New York City. The program provides sequential music instruction, structure, socialization and enrichment opportunities to children in elementary schools and to youth in middle-high school with limited access to such opportunities. ALJAM teaches from a non-hierarchical perspective and exposes students to a variety of music approaches. The objective is for the students to become skilled at playing a musical instrument while developing a wide spectrum of theoretical music proficiency and engaging in creative learning in a nurturing environment. ALJAM also includes non-instruction musical residencies at senior centers and an instructional music program in a correctional facility.

**GRIOT** is a community-based, interactive music program that provides free percussion and horns instruction as well as participatory singing activities to participating youth.

With a focus in cultural enrichment, GRIOT is rooted in a multi-cultural focus on global rhythms of the African Diaspora, providing elementary, middle and high school students with an understanding of foundational musical concepts and opportunities ensemble performances.

### **SPECIAL PROGRAMS**

Special programs include summer intensives, youth exchange programs, online classes, youth orchestra performances and adult classes.

#### **The Fat Afro Latin Jazz Cats (Fat Cats) Youth Orchestra Program**

The Fat Cats program includes the youth orchestra and other related youth ensembles such as the Fat Cats Alumni ensemble.

- The Fat Cats is a youth orchestra program that prepares young musicians for careers in music. The orchestra rehearses weekly and performs regularly in New York. Students are selected by audition.
- The Alumni ensemble is composed of former Fat Cats students.
- The adult education classes are a new initiative to further our mission.

### **RESPONSIBILITIES:**

#### **Administrative & Managerial**

- Oversee and supervise all Education Department staff and contractors.
- Responsible for recruiting, hiring, supervising, and evaluating teaching artists for the various schools participating in the ALJAM program.
- Generate and manage the Education Department budget.
- Supported by the Education Manager, supervise the administration of schools and teaching contracts, teacher's payroll and the purchase of instruments.
- Supported by the Manager of Special Programs, supervise Educational special programs.
- Manage, supervise and provide guidance to teaching artists.
- Establish and develop collaborative relationship with school principals to ensure the efficient running of the program.
- Establish and maintain collaborations with community organizations, schools, and parents.

#### **Educational – All programs**

- Direct implementation of curriculum and teaching processes.
- Provide oversight for the development of lessons and evaluations.
- Work with and supervise ALJAM and GRIOT teaching artists to maintain quality of the program.
- Conduct formal and informal observations, and provide feedback.
- Provide opportunities for professional development.
- Conduct teaching training and evaluations.
- Cooperate with and assist school/site's administration in providing music.

- programs for school productions, graduation ceremonies, and civic functions.
- Communicate with parents/guardians and school/site on students' progress.

### **Institutional**

- Provide leadership in the development of the goals of education programs and works closely with the Executive and Artistic Directors in a clearly articulated plan.
- Help ensure that instructional programs are in alignment with the schools' and the organizational budget.
- Participate in Government funding meetings and events.
- Work closely with other Belongó departments to provide materials for program updates, marketing, development, drafting education component for proposals and provide the marketing department with videos and photos of programs.
- Coordinate Su Casa programs performances.
- Provide and implement vision for the expansion of Belongó educational programs.

### **REQUIREMENTS & QUALIFICATIONS**

- Interest and experience in youth development, creating and leading interactive educational activities.
- Experience with budgets.
- Self-motivated and proactive.
- Previous experience managing team and classrooms/groups
- Previous work experience with musical instrument instruction in an academic or nonprofit setting *preferred but not required*
- College degree in music education, youth education or related field.

**GENERAL REQUIREMENTS:** All staff is expected to be committed to the mission, vision, and values of the Belongó/Afro Latin Jazz.

This position is full-time exempt with a full benefits package including medical, dental and vision care, employer-paid life insurance, 401K and competitive compensation package. Salary range is \$75,000 - \$85,000.

**APPLY:** Interested and qualified individuals should forward their resumes with cover letter to [sandemicael@afrolatinjazz.org](mailto:sandemicael@afrolatinjazz.org) Visit our website at [www.afrolatinjazz.org](http://www.afrolatinjazz.org).

*Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*