

**Job Title:** Program Director

**Classification:** 0.75 FTE

**Status:** Part time/Year-round with health stipend

**Reports to:** North Valley Music School Executive Director

### **ABOUT NORTH VALLEY MUSIC SCHOOL:**

North Valley Music School (NVMS) is Montana's only nonprofit, community music school, located in the heart of beautiful Whitefish, Montana. Since 1997, NVMS has been committed to enriching our community through accessible, high-quality music education, fostering creativity, and cultivating a lifelong love of music. Our programs serve students of all ages and backgrounds, offering private lessons, group classes, ensembles, summer camps, and public concerts. At NVMS, music is more than just notes on a page — it's about being a leader in music education and excellence, and seeking innovative ways to make music education a part of everyday lives with the belief that everyone has the potential to experience, enjoy, create, and develop a lasting love of music.

### **POSITION OVERVIEW:**

The Program Director will oversee the planning, implementation, and evaluation of all music programs. This role requires a strategic thinker and passionate arts advocate who can manage program logistics, support teaching faculty, and help grow the school's reach and impact. The ideal candidate is highly organized, creative, collaborative, takes initiative, and has a deep knowledge of music education.

### **PROGRAM MANAGEMENT:**

- Under the guidance of the Executive Director manage all school programming.
- Ensure compliance with all school policies, including but not limited to safety, training, and education.
- Ensure that all school-related activities are carried out within established timelines through proactive planning and timely execution including but not limited to financial reports, student registration reports, etc.
- Prioritize accountability and communication with the Executive Director, Faculty and Programs Committee.

### **PROGRAM DEVELOPMENT AND OVERSIGHT:**

- Manage and evaluate the development of classes working with faculty. Oversee and assess the development of educational programming in collaboration with faculty.
- Recruit faculty and manage the interview process.
- Orient newly recruited faculty to the organization's standards, processes, and facilities.
- Ensure that the rules and policies of the organization are followed properly.
- Organize and schedule classes: times, dates, locations, and faculty.
- Create and maintain a list of possible future classes and faculty.
- Assist Executive Director in developing annual budget and an operational plan for

programs including any capital requirements.

- Prepare and manage monthly reports outlining class enrollment data, program analysis and recommendations.
- Evaluate and improve existing programs based on feedback and outcomes.
- Identify and pursue new opportunities for revenue growth.

#### **STAFF AND FACULTY MANAGEMENT:**

- With approval of the Executive Director, hire, supervise, and support teaching staff and program coordinators.
- Coordinate faculty schedules and teaching assignments.
- Provide professional development opportunities.
- Develop a staff appreciation program.
- Attend administrative/staff meetings.
- Interact with the staff to understand and implement job tasks and workflows.
- In collaboration with faculty, evaluate and recommend cost-effective program-related equipment purchases, ensuring alignment with budget constraints and instructional needs.
- Manage annual faculty evaluations.
- Work with staff to procure and develop “recital parent/host” relationships to produce successful recitals. This also relates to student engagement.

#### **STUDENT ENGAGEMENT AND SUPPORT:**

- Facilitate “Open House” with students and faculty at the beginning of the school year.
- Oversee student enrollment, progress tracking, and support systems.
- Work with families to address questions, concerns, or special needs.
- Promote and attend student performances, showcases, or recitals.
- Create and implement a structured volunteer program to engage students and families.
- Develop class evaluations for distribution to students/parents and review them with the instructor's post-class.

#### **PROGRAM AND EVENT MARKETING:**

- Compile, edit, and proof marketing content—including class information, bios, images, press releases, emails, and social media—for programs and events across various platforms, including the website.
- Manage Social Media as necessary in coordination with marketing agency.
- Assist in preparation of email and print newsletters, update website as requested.

#### **EVENT MANAGEMENT:**

- Organize and schedule events, including but not limited to summer camps, concerts and special events. This includes scheduling times, dates, locations, housing details, volunteers, facility details, and set up.
- Coordinate the compilation, editing, and proofreading of performance event details, program content, and images for seasonal online and print marketing materials, as well as the

- organization's master calendar, in collaboration with the marketing representative.
- Edit and proof promotional content for press releases, emails, and social media.
- Organize ticket sales and platforms for free and paid events.
- Manage onsite event volunteers and track volunteer hours.
- Manage schedule of events utilizing NVMS facilities.

### **What Success Looks Like in the First Year**

Success in this role means focusing on growing revenue and consistently delivering high-quality, mission-aligned music programs that are accessible, inclusive, and engaging for the community. It looks like:

- Enrollment steadily increases across age groups due to strong programming and outreach.
- A well-balanced calendar of classes, performances, and community events that reflect diverse musical genres and cultural perspectives.
- Positive feedback from students, parents, and instructors, indicating that the programs are impactful and well-organized.
- Strong partnerships with local schools, arts organizations, and community groups that help expand the school's reach and resources.
- A motivated, supported teaching staff with high retention rates and clear communication with leadership.
- Grant reports and donor communications that highlight measurable outcomes, such as student growth, community participation, and program reach.

### **Required Qualifications:**

- A degree in Music, Music Education, Music Administration, Arts Education or Arts Management.
- Passion for music education and belief in its transformative community impact.
- Excellent organizational and time management skills, with the ability to prioritize multiple tasks, delegate and meet deadlines in a dynamic environment.
- Strong written and verbal communication skills, including comfort interacting with students, parents, faculty, BOD, and community members.
- Event management experience.
- Proficiency in Microsoft 365, One Drive, Outlook
- Fluency in marketing and Social Media practices, website content maintenance.
- Ability to serve as a positive and collaborative representative for NVMS.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to work effectively with people from a variety of culturally diverse backgrounds
- Ability to respond in the event of an emergency.
- Can work evenings and weekends for events.
- Has a valid driver's license.
- Clean criminal background check.

### **Preferred skills and abilities**

- Experience in music education and/or performance.
- Experience in nonprofit music programs and event management or comparable.
- Knowledge of communications/public relations and marketing best practices.
- Financial management skills, budgeting, reporting, and analysis.
- Ability to manage donor database platforms, CRM platform

This is a *Medium Work* job, and follows guidelines published in the U.S. Bureau of Labor Statistics's Occupational Requirements Survey. Definitions can be found at [Strength levels : U.S. Bureau of Labor Statistics](#) or a PDF copy may be requested.

### **Compensation and Benefits**

- Salary range is \$40,000-\$60,000 annually depending on experience.
- Benefits include monthly health care stipend, professional development support, paid time off.

### **How to Apply**

Interested candidates should submit a resume, cover letter, and three professional references to:

**Deidre@northvalleymusicschool.org**

Applications accepted until position is filled.