



Director of Music Education

Title: Director of Music Programming/Education

Reports To: Executive Director

Job Summary: The Director of Music Education is responsible for the development, implementation, and management of music-based programs. This includes creating and overseeing music programs designed for individuals with disabilities, collaborating with instructors, directors, and therapists, and ensuring the program meets the needs and goals of participants. The Director will also be responsible for collaborating with AFA colleagues in fundraising, marketing, community relations, and arts education programs. If applicable, the Director will teach classes and lead professional development workshops as time allows. This is a part-time position (between 15-20 hours per week) that can increase to a full-time salaried position as programming and funding expand.

Scope of Program: AFA programs in music currently include the following:

- **Classes** in Madison for youth and adults are led by Teaching Artists in person. Most classes are livestreamed. Most classes are held weekly and require a participation fee. Music classes may include singing, drumming, and/or various musical instruments.
- **Workshops** and community events as requested.
- **Choirs** for people 16 and older are led by Choir Directors and accompanists. Choirs meet weekly and follow an academic semester schedule (September-December and February-May). The choir semester culminates with a concert for the public or invited guests. Choir membership is fee-based. AFA choirs are in Appleton, Madison, Milwaukee, Oshkosh and Wisconsin Rapids.

Identified Areas of Program Growth: With a dedicated Director of Music Education, AFA anticipates significant growth potential in the number of participants enrolled in existing programs and the number of classes and choirs offered. We have received requests for music for Veterans, youth choirs, and choirs for older adults as well as requests for choirs in other communities in Wisconsin.

Key Responsibilities:

1. **Program Development and Management:**
 - a. In collaboration with Teaching Artists and Choir Directors, Design and implement classes tailored to various disabilities and age groups
 - b. In collaboration with Teaching Artists and Choir Directors, develop curricula that accommodate the physical, emotional, and cognitive needs of participants
 - c. Evaluate and adjust program content and delivery to ensure inclusivity and effectiveness.
 - d. Communicate space reservation and registration details to appropriate staff

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2. Staff Coordination and Training:

- a. Recruit, train, and supervise music instructors and volunteers.
- b. Conduct monthly Music staff meetings and professional development workshops.
- c. Provide relevant information for inclusion in AFA Staff Newsletters.
- d. Foster a collaborative and supportive team environment.

3. Foster Participant Engagement:

- a. Provide ongoing support and feedback to participants and their support system (families, caregivers, support staff, etc.).
- b. Develop and implement strategies to increase participant enrollment and retention.
- c. Conduct assessments to understand the needs and goals of participants.

4. Community Outreach and Partnerships:

- a. Maintain and build relationships with local schools, community organizations, and disability advocacy groups.
- b. Represent the program at community events, conferences, and meetings as available.
- c. In collaboration with colleagues, develop and execute outreach strategies to raise awareness and support for the program.

5. Fundraising and Grant Management:

- a. Help to identify funding opportunities, including grants, sponsorships, and donations.
- b. Assist in the preparation of program descriptions and provide feedback for grant proposals and reports.
- c. Assist in the creation of program budgets as needed.

6. Program Evaluation and Reporting:

- a. Use existing evaluation tools to measure program effectiveness and impact (and provide feedback about the existing tools).
- b. Prepare reports for the Executive Director and Board of Directors as needed.
- c. In collaboration with colleagues, use data to make informed decisions about program improvements and expansions.

Compensation: \$30 per hour; mileage paid for travel exceeding 20 miles round trip

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Employee Benefits: AFA provides a monthly tech stipend of \$50 and access to a 401k account plan. Discounts on artwork and classes are also extended. Currently health benefits are reserved for full-time employees. This position will include professional development opportunities.

Work Environment: AFA provides office space and equipment. Remote/hybrid is an option. In-state travel required. While AFA's administrative offices are in Madison, this position may be based outside of Dane County.

Qualifications: Demonstratable experience in the disciplines of Music Education and Special Education. In addition, the ideal candidate will possess:

- Thorough understanding of Wisconsin's public school system.
- Strong interpersonal, communication, and organizational skills.
- Ability to work collaboratively in a team environment.
- Experience working with diverse populations.
- Passion for leveraging the arts as a means of healing and empowerment.

Diversity, Equity, and Inclusion Statement: ARTS for ALL Wisconsin is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our staff is our most valuable asset. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of our culture, reputation, and the organization's achievements.

We seek out, embrace, and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

ARTS for ALL Wisconsin's diversity initiatives are applicable, but not limited, to our practices and policies on employee recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.

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- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

How to Apply

If you are ready to contribute your skills to a meaningful cause, please apply [here](#). Be sure to highlight your experience, passion, and why you are the perfect fit for our team.

Join us in making a difference through the transformative power of the arts! Together, let's create a community where healing and growth are accessible to all.

ARTS for ALL Wisconsin is an equal opportunity employer. We encourage individuals from all backgrounds to apply.



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