

Program & Operations Director

Valley Music Academy - Waynesboro, VA

Updated April 24, 2023

Position Title: Program & Operations Director
Position Reports To: Board of Directors
Supervises: Office Administrator, Contracted Faculty

Overview

The Program & Operations Director is the chief and sole administrative officer of Valley Music Academy (VMA) and acts under the immediate direction of the Board of Directors (Board). The Program & Operations Director administers the day to day activities of VMA according to the by-laws and rules of procedure. Working with the Board as a resource, the position will maintain continuity between administration and providing guidance for new initiatives of the Academy. The Program & Operations Director serves as the primary point of contact and liaison for VMA's 160+ students, and must cultivate a climate which attracts, retains, and motivates a diverse faculty of top-quality talent.

About Valley Music Academy

VMA is a non-profit community music school that strives to provide quality music education to all in our community, regardless of gender, race, creed, or financial resources, while demonstrating that music is a powerful means of encouraging cooperation, celebrating diversity, building self-esteem, and cultivating an understanding of nonviolence and social justice. With over 20 years of history in Augusta County, the Academy features qualified faculty who offer instruction on over 20 instruments, and currently maintains an enrollment of over 160 active students.

Qualifications

Bachelor's degree is strongly preferred. Experience in non-profit arts management and music education preferred. Excellent written and oral communication skills; strong analytical and organization skills; ability to function in a complex environment, creatively solving problems and effectively representing VMA to the public and other arts organizations. Familiarity or willingness to learn Quickbooks is essential. Punctuality, organizational skills and dependability are necessary for the success of this position.

Salary

- Salary up to \$30,000, commensurate with experience
- Average of 25-30 hours per week
- Remote work is supported; though at least two days (10 hours) per week in VMA's office in Waynesboro are expected

Essential Job Functions

The Program & Operations Director must satisfactorily perform the duties listed below with or without accommodation as necessary. Duties may be delegated, but the Program & Operations Director remains responsible for satisfactory performance.

Financial Management

- Manage VMA's day to day finances via Quickbooks to maintain timely and up to date accounts.
- Oversee bi-weekly faculty payroll.
- Prepare (with the Board Treasurer) and submit the yearly operating budget to the Board of Directors for each fiscal year.
- Authorize and monitor expenditures in accordance with the approved budget.
- Ensure that grants are spent in accordance with grant guidelines, and that all reporting requirements are met.

Administration and Human Resources Management

- In conjunction with the Board, hire, supervise, evaluate and discipline staff and faculty in accordance with applicable state and federal laws and the VMA's needs. Maintain personnel files. Implement and monitor VMA's Personnel Policies.
- Ensure regular performance evaluations of faculty and staff.
- Formulate and implement office procedures that ensure organized, effective operations.
- Manage and organize administrative documents include accounting, human resource, purchasing, verbal and written communications, and payroll records.
- Inventory, maintain and coordinate insurance of property belonging to VMA.
- Liaison with rental property managers. Notify the Board of any changes in charges, use availability, building schedule, etc. Coordinate and maintain technical support as currently in place.
- Serve as primary office contact for VMA by answering and responding to phone and email, answering customer service inquiries, and assigning students to teachers.

Marketing and Public Relations

- Assist the Board of Directors in representing VMA at civic, cultural, and educational events.
- Communicate the mission and services of VMA to the public via media, speaking engagements and open house events, as requested by the Board.
- Maintain and update VMA's website, social media channels, and email communications

Fundraising and Development

- Assist Board in fundraising activities, including individual fundraising, corporate sponsorships/underwriting, and special events.
- Prepare and submit grant applications and reports to foundations, corporations, and government agencies.
- Serve as liaison with funders and donors.

Event Management

- Manage recitals and events with appropriate faculty, Board and volunteers, including scheduling, obtaining venues, appropriate advertising, and creating programs.
- Attend performances and rehearsals as needed.

Board and Volunteer Relations

- Attend all Board and Executive Committee Meetings and other committee meetings as required.
- Goal is within the first 12 months to work with the Nominating Committee and Board of Directors to help identify and recruit qualified candidates for Board membership; develop and assist with board orientation.
- Advise the Board of activities and developments in the arts relevant to VMA's objectives.
- Produce quarterly progress reports to the board regarding budget and membership.
- Work cooperatively with board officers, and with the Board as a whole, providing appropriate, adequate, and timely information, including financial analysis.

Other Duties as Assigned

It is impossible to list every job duty that may be required; the Program & Operations Director is expected to perform additional duties as needed in keeping with the position and to contribute as a team player, regularly demonstrating a willingness to perform tasks not explicitly stated in the job description.

Please send resume/ CV and cover letter of interest to
jobs@valleymusicacademy.org