

Job Posting: Director of Music Operations

Berkshire Hills Music Academy

Location: South Hadley, MA

Position: Full-Time

About Us:

Berkshire Hills Music Academy (BHMA) is a day and residential program dedicated to enriching the lives of individuals with intellectual and developmental disabilities through music. Our programs foster personal growth, self-expression, and community engagement, empowering our participants to reach their full potential.

Position Overview:

We are seeking a dynamic and organized **Director of Music Operations** to lead and oversee BHMA's music programming. This role is crucial in ensuring smooth day-to-day operations, fostering external partnerships, and supporting the musical and professional development of our participants.

Key Responsibilities:

- **Scheduling & Space Management:** Organize and coordinate lesson schedules, ensuring appropriate use of staff and spaces.
- **Variety Hour Coordination:** Plan and oversee weekly variety hours, providing participants with opportunities to perform and showcase their talents.
- **Curriculum Implementation:** Work collaboratively with the management team and instructors to implement and evolve the music curriculum, aligning with participant needs and BHMA's strategic goals.
- **Equipment & Instrument Maintenance:** Oversee the management and maintenance of all musical equipment and instruments, coordinating repairs and upgrades as necessary.
- **External Partnerships:** Develop and sustain relationships with local organizations, venues, and artists to enhance student experiences and community involvement.

Qualifications:

- Bachelor's degree in Music, Music Education, Arts Administration or a related field (Master's preferred).
- Proven experience in music program management, scheduling, and event coordination.
- Excellent communication skills to effectively inform staff, participants, families, and stakeholders of policies, procedures, and progress.
- Strong organizational and leadership skills.
- Passion for working with individuals with intellectual and developmental disabilities.
- Excellent communication and interpersonal abilities.

Benefits:

- Competitive salary and benefits package.
- A supportive, collaborative work environment.
- Opportunities for professional development and growth.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and vision for the role.

Email applications to: **cryan@berkshirehills.org**

Application Deadline: **We will be accepting applications until the position is filled.**

Join us in making a difference through music at Berkshire Hills Music Academy!