

Position Title: Program Administrator (Full Time)
Non-exempt

Date: July 2023

About Midori & Friends:

Midori & Friends (M&F) provides transformative tuition-free music education, access to live performances, and leadership development that supports youth growth and development in under resourced communities. Through this work M&F engages PreK through 12th grade students with little or no access to the arts in transformative music education programs at over 50+ New York City schools and community partner sites.

Programs include:

Play to Learn: High quality instrumental and choral instruction for students in grades K-12

Celebrate! Music: Expands the musical horizons of students in grades K-12 by introducing them to different cultures and music genres through live performances and classroom workshops

NEXTGen Musician: Artistic development, leadership and advocacy program for teens

Position:

Midori & Friends is seeking a motivated and detail-oriented Program Administrator to support the Director of Education in all programming aspects. The Program Administrator plays a vital role in creating, organizing, and implementing music education programs at K-12 schools and community-based organizations throughout New York City. Responsibilities include supporting Midori & Friends teaching artists, liaising with school personnel at collaborating NYC DOE schools, assisting with budget management, invoices and payroll, and maintaining database records. Strong written and verbal communication skills, as well as interpersonal and problem-solving capabilities, are essential. This is a hybrid position located in New York City.

Duties and Responsibilities:

- Communicate regularly with school personnel in M&F programs across 50+ schools to ensure all program documentation is completed and processed, as needed
- Monitor assigned school programs, managing program activities and scheduling
- Assist programming team in providing support to teaching artists and performing ensembles
- Support programming team with program observations, evaluation, and assessment
- Provide administrative support at school and community events
- Prepare weekly department reports in collaboration with programming team
- Update and utilize Salesforce programming database to track and document all Midori & Friends program department activities
- Track and manage NYC DOE invoices, purchase orders and wire transfers
- Assist program director with budget management
- Additional related duties may be assigned as required

Required Skills, Knowledge and Abilities:

- Bachelor's degree required
- Minimum two years' experience in an arts administration
- Understanding and familiarity with NYC Department of Education
- Possess strong time management and prioritization skills
- Exceptional verbal and written communication skills

- Highly organized with attention to detail and strong record-keeping ability
- Passion for music and education
- Skill in using a variety of software applications including Microsoft 365, Microsoft Suite, Zoom, Salesforce, and others

What we offer:

On top of the excitement of working with a team of committed professionals at one of New York's premier arts education organizations, top performing arts facilities, Midori & Friends offers a competitive salary and a wide range of benefits:

- A collaborative, engaging and values driven work environment
- Salary range between \$42,000 - \$45,000
- A comprehensive health and dental benefits package. A matching 403b retirement plan.
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging with the arts and communities throughout New York City

How to Apply:

Please submit your cover letter and resume to jobs@midoriandfriends.org with the subject line "Program Administrator"