



Headwaters Music & Arts
519 Minnesota Avenue NW
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HeadwatersMusicAndArts.org

Headwaters Arts Program Manager

Headwaters Music & Arts was established in 1992 offering private music instruction. Since then, we have expanded into a non-profit, multi-disciplinary community center for the arts, offering private instruction in a wide range of musical instruments along with group drawing, painting, theater, writing and dance classes and camps. Our programs are designed to enrich the arts education of children and to unlock the creative potential of teens and adults. We are guided by our vision to Seek Music, Engage the Arts, and Build Community.

Our goal for those involved in our lessons, classes, clubs, camps or workshops is to help participants develop pride, self-esteem, and self-discipline through musical and artistic achievement. As a result of skills and experiences gained here at Headwaters, students will broaden their horizons and reach their fullest potential. This position requires the exercise of considerable initiative and independent judgment as well as the ability to work in a team situation and support the philosophy and mission of Headwaters Music & Arts. Headwaters Arts Program Manager reports to the Executive Director and works closely and collaboratively with the administrative team.

Does this describe you?

- Experience in program management
- Enthusiasm, curiosity and a passion for the arts
- Excellent customer service and organizational skills
- Supervision experience
- Ability to work independently
- Supportive of the mission and goals of the organization

Here are the main responsibilities of the Arts Program Manager:

Coordinate group classes to be held at Headwaters Music & Arts, primarily weekday art clubs, youth and adult pottery classes, week-long summer programs, early childhood music or art classes, and other group activities that fulfill our mission and are deemed of interest to the community.

You can also expect to support art instructors and guest artist instructors and assistants by taking part in the hiring, orientation and training process, providing guidance and encouragement to the instructors and to any volunteers recruited to assist during camps or classes, and arranging for any necessary materials and equipment needed to carry out their classes

Wondering what you will gain from taking on this position? Along with the satisfaction of making a difference in your community and in the lives of those who take part in our arts programming?? You can also expect:

- Ongoing training and professional opportunities through job shadowing opportunities, workshops, teaching resources, and other educational opportunities
- Performance or studio space for personal use; (based upon availability)
- 10% discount on Headwaters music lessons, classes or workshops; provide work space and access to office equipment in the Headwaters building

Last but not least: This job is a 12-15 hour per week year-round position. The pay range is \$20-\$24 hour with 12-15 hours paid time off available after six months, as well as a retirement savings plan.

We hope you consider joining our team! This position is open through August 11 or until filled. Please provide a cover letter expressing your interest along with an updated resume to info@headwatersmusicandarts.org or pop it in the mail. We hope to hear from you!

Headwaters Music & Arts is an equal opportunity employer. We do not discriminate and are committed to creating an inclusive environment for all our community.