



# Music Forward Foundation

## Associate Director of Education -- Job Description

### About Us

**Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry.** Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following [@MusicForward](#), and learn more at [www.musicforwardfoundation.org](http://www.musicforwardfoundation.org).**

### The Job

The Associate Director of Education works closely with the Director of Education to drive program development and assessment, and planning and implementation of strategies and operations of education and community programming. The Associate Director is responsible for cultivating and stewarding educational and community partnerships to ensure delivery and efficacy of program curriculum serving youth between the ages of 16-24. The Associate Director oversees implementation of programs and sponsored projects, leads the ongoing evaluation and refinement of program operations, and makes recommendations for improvement and redesign of existing programs.

The Associate Director of Education reports to the Director of Education and manages the Education Associate Manager and project managers of sponsored programs. Excellent candidates for this position are team players who thrive in breaking down complex initiatives into operational pieces and overseeing implementation. In order of preference, role is based in Los Angeles, New York, or Nashville, and is a hybrid in-office/remote position. The position will require up to 25% travel time.

### Responsibilities:

- **Develop existing community and education relationships, focusing on K-12**, into broader partnerships in alignment with the organization's strategic initiatives. Represent the organization at key network events and conferences. Be a thought leader and support content development for key marketing and outreach initiatives to partners.
- **Assess and make recommendations on program operations to drive moves management of youth through Music Forward programs.** Problem solve and provide a critical eye toward operational efficiency and scalability.
- **Oversee management of sponsored projects and venue tour activations** across multiple locations. Oversee communications, project delivery and progress, budgets, and resource allocation. Provide training, coaching, and help problem solve. Develop operational procedures and infrastructure for efficiency and to scale activations.
- **Develop and implement Youth Advisory Council** to expand opportunities for youth engagement in program curriculum, delivery, and promotion.
- **Drive program evaluation cycles** including review of outreach strategies, program attendance, and outcomes data; collaborating with other departments for timing, data collection processes, and reporting accuracy. Provide input into curriculum development and assessment content and

collection methods based on best practices and in alignment with K-12 educational standards and youth development outcomes.

- **Manage a team.** Track team goals, support professional development, and manage performance of the program staff, including the hiring and training of future team members.
- Additional duties as assigned.

**What you bring:**

- 5+ years in program development and assessment; and 5+ years in leadership or management.
- Understanding of Creative Youth Development and 21<sup>st</sup> Century skills developmental theories and best practices in the education sector.
- Knowledge of the music industry required.
- High level of comfort working across a diverse staff and constituent base, and conscientious of reaching out with an inclusive voice.
- Comfortable navigating and working with internal and external leadership, and public speaking.
- Strong organizational skills and ability to manage multiple tasks while maintaining attention to detail.
- Sound judgment and a commitment to high professional ethical standards.
- Familiarity with CRM database, Salesforce experience preferred.
- Proven capacity to work individually and cooperatively as part of a team, including remote team members.
- Flexibility to work early mornings, evenings, and weekends to represent Music Forward at events and to support programs and special events as needed.
- Ability and willingness to travel as needed.

This is a full-time, exempt position with a salary range of \$82k-\$90k depending on experience. Excellent benefits include 100% paid medical, dental, vision, life and disability insurances. Generous paid holidays (12) and paid sick leave (10 days), access to discounts and tickets to live entertainment events. 401k match. Individual professional development budget.

*Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**To apply:** Email your resume and cover letter to [jobs@musicforwardfoundation.org](mailto:jobs@musicforwardfoundation.org). Subject "Associate Director of Education - YOUR NAME"