



**JOB TITLE:** CHIME and Young Leaders Program Manager  
**REPORTS TO:** Education Director  
**STATUS:** Full time exempt

### **MISSION**

The mission of Empire State Youth Orchestra (ESYO) is to challenge and inspire young people to achieve excellence through music in a rigorous learning environment leading to high-level performance opportunities.

### **JOB SUMMARY**

Reporting to the Education Director, the CHIME and Young Leaders (CYL) Program Manager oversees the planning and operation of ESYO's free, daily music education program (CHIME) and manages ESYO's youth leadership training program (Young Leaders).

### **PRIMARY RESPONSIBILITIES**

#### **CHIME Program Manager Responsibilities**

- Oversee CHIME Site Managers with the goal to provide support for Teaching Teams and student success.
- Ensure program sites are operating according to safety, operational and behavioral protocols.
- Manage student administration, recruitment and enrollment processes; coordinate materials and operational plans with site managers.
- Maintain regular communications with CHIME parents/caregivers. Facilitate opportunities for parent/caregiver engagement.
- Take inventory, maintain and organize instruments at program sites; takes instruments in for repair as needed.
- Support the Education Director in conducting student assessments and program evaluations.
- Maintain regular communications with collaborating school districts to ensure sufficient transportation and snacks.
- In partnership with the Education Director, cultivate and maintain strategic community collaborations.
- Oversee operations for CHIME concerts and events; support CHIME teams in developing and designing concert and program booklets.
- Assist with the development and management of yearly program budgets, purchase supplies and music books for programs as needed.

#### **Young Leaders Program Manager Responsibilities**

- Manage the Young Leaders application process, including placements and Mentor matches.
- With support from the Education and Music Directors, recruit and train Mentors; facilitate and oversee Mentor/Young Leaders interactions.

- Collaborate with the Education Director to plan and implement the Youth Leadership Training opportunities for Young Leaders, including workshops, a speaker series.
- Host regular Young Leaders meetings and manage Mentor-Young Leaders interactions.
- Provide operational support for Young Leaders Projects under the direction of the Education Director.

**QUALIFICATIONS:**

- Demonstrated professional experience in the field of arts management, music education, youth leadership, or Creative Youth Development.
- Familiarity with the culture of youth orchestras and/or community music schools in combination with demonstrable experience working with music teachers and students.
- Excellent verbal and written communication skills with demonstrable ability to effectively manage staff and to positively interact with youth and their families.
- Strong organizational, project management, and problem-solving skills with impeccable multitasking abilities and attention to detail
- Ability to work with diverse personalities and populations and work cooperatively in a small open workplace environment.
- Exceptional interpersonal skills.
- Ability to manage and prioritize workload.
- Experience with Sistema inspired programs a plus.
- Personal qualities of integrity, credibility, and dedication to ESYO'S mission.

**To Apply:**

Submit a cover letter and resume to: [rcalos@esyo.org](mailto:rcalos@esyo.org)

*ESYO is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

*Candidates must have the ability to complete a criminal background check.*