WINCHESTER COMMUNITY MUSIC SCHOOL

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JOB POSTING

Music Education Program Director

The Opportunity

Winchester Community Music School (WCMS), a vibrant *Home for Music* for 45 years, seeks a creative, collaborative, and experienced music education leader to shape the next chapter of its educational programming, faculty development, and community impact.

At a Glance

- **The Role:** Shape WCMS's artistic and educational direction, leading program strategy, innovation, and execution to deliver exceptional music education experiences for students of all ages and abilities.
- **Leadership Scope:** Directly lead eight Faculty Department Chairs, oversee faculty recruitment and development, and collaborate closely with the Executive Director and administrative teams.
- **Ideal Candidate:** An experienced music education leader who balances artistic vision and creativity with collaborative leadership, disciplined planning, and operational excellence to inspire faculty, elevate the student experience, and drive program innovation and growth.
- **Compensation:** $70,000-$85,000 annually, commensurate with experience and qualifications, plus a competitive benefits package.
- **Work Arrangement:** Full-time, exempt, on-site position in Winchester, MA. Tuesday through Saturday during the academic year; Monday through Friday during the summer, with flexibility for evening performances and events.

Why WCMS?

With a 45-year history as a treasured community institution and newly expanded facilities, including teaching studios, a state-of-the-art performance hall, and a music technology lab, WCMS is entering an exciting new chapter of innovation and growth. This is an opportunity to build on a rich musical tradition, engage a talented faculty, and expand access to exceptional music education and performance experiences.

Key Roles & Responsibilities

1. Program Strategy & Development

Lead the artistic and educational vision for WCMS programming, driving innovation, program quality, and sustainable growth.

- Lead a collaborative strategic planning process with Department Chairs, faculty, staff, and school leadership, building alignment around shared goals while respecting faculty expertise and creative autonomy.
- Evaluate student demand, community needs, competitive offerings, and emerging trends to identify opportunities for program innovation and growth.
- Shape a diverse portfolio of music education experiences, including private lessons, small-group instruction, ensembles, workshops, masterclasses, and performances for learners of all ages, from early childhood through adulthood.
- Champion an exceptional student, family, and community experience by seeking feedback, understanding evolving needs, and translating insights into improvements in programming and engagement.
- Recommend programs to expand, maintain, redesign, or phase out, balancing artistic excellence, educational impact, and financial sustainability.
- Partner with the Executive Director and Business Manager on program pricing, enrollment targets, financial viability, and resource requirements.

2. Program Planning, Oversight & Execution

Translate the school's educational vision into a coordinated, well-executed programming plan that delivers an exceptional student and faculty experience.

- Lead a collaborative program planning and innovation process that draws on faculty expertise, student interests, community needs, and administrative input to shape a compelling and sustainable portfolio of music education experiences on an annual and semester timeline. Mature the process into an 18-month planning horizon.
- Collaborate with administrative staff to assess program feasibility, aligning student demand, faculty capacity, space availability, scheduling, and operational resources.
- Establish clear program plans, timelines, and cross-functional handoffs, collaborating with marketing, communications, and administrative teams to ensure timely promotion, registration, and program delivery.
- Oversee program readiness, execution, and continuous improvement, resolving issues that affect educational quality or the student experience.

3. Faculty Engagement, Leadership & Management

Inspire, engage, and develop a world-class music faculty committed to educational excellence, collaboration, and student success.

- Directly lead, coach, and develop eight Department Chairs, establishing clear expectations, accountability, and effective ways of working. Provide feedback and performance management to support faculty effectiveness and continuous improvement.
- Develop and manage the faculty staffing model. Anticipate capacity needs, forecast vacancies, and proactively plan recruitment to support program growth and continuity.
- Lead faculty recruitment, selection, hiring, onboarding, development, engagement, and retention in partnership with the Department Chairs and Executive Director.
- Foster an inclusive, collaborative faculty culture that celebrates artistic excellence, strengthens cross-departmental relationships, and engages faculty in program innovation and development.

Professional Qualifications & Experience

Required

- 5 years of progressively responsible experience in music education, arts programming, or a related field, including demonstrated experience leading programs, faculty, or educational teams.

Preferred

- 7 years of relevant professional experience, including leadership responsibility for program strategy, faculty development, and educational operations.

Compensation & Benefits

Winchester Community Music School offers a competitive compensation and benefits package that reflects our commitment to attracting, supporting, and retaining talented professionals.

- Salary Range: $70,000 - $85,000 annually, commensurate with experience and qualifications.
- Health Insurance: Partially subsidized health insurance through Mass General Brigham
- Retirement Benefits: 403(b) tax-deferred annuity retirement savings plan through TIAA
- Paid Time Off: Three weeks of paid vacation
- Paid Holidays: Ten paid holidays recognized by WCMS plus two additional flexible paid holidays.
- Additional Benefits: Long-term disability insurance and a 25% tuition discount for employees and immediate family members.

How to Apply

Interested candidates should submit a resume and brief cover letter (1–2 paragraphs maximum) highlighting their relevant experience, interest in the position, and connection to WCMS's mission through this application link (powered by Manatal and posted by CDB Global Partners, our recruiting partner). Candidates selected to advance to the interview stage will also be required to complete a formal employment application. Applications will be reviewed on a rolling basis.

Equal Employment Opportunity

Winchester Community Music School is an equal opportunity employer and values diversity and inclusion. All employment decisions are based on qualifications, merit, and business need. We encourage candidates of all backgrounds to apply for this position.