



Luther Burbank Center for the Arts Job Posting

Job Title:	Music Specialist	Department:	Education & Community Engagement (ECE)
Reports To:	Director of ECE	FLSA Status:	Exempt/weekends & evenings
Location:	Santa Rosa, CA	Salary:	\$64,480

Luther Burbank Center for the Arts is a fascinating and rewarding workplace, offering a diverse and inclusive community of belonging. We strive to enrich the lives of all North Bay residents through diverse arts programming, including the students and teachers in our schools through our education and engagement programs. We are an Equal Opportunity Employer. We proudly value and encourage professional and personal growth to expand your skills and expertise.

Snapshot of the Role

In this key role, you will plan, coordinate, and ensure the academic excellence of assigned education and community engagement programs. You will maintain the highest standards of customer service with your considerable contact with the public. Under general supervision, the Curriculum Specialist is responsible for planning, coordinating, and ensuring the academic excellence of assigned education and community engagement programs. Work involves considerable public contact and is characterized by attention to detail, coordination of multiple tasks, collaboration with others, and maintenance of high standards of customer service.

Measure of Success

- Demonstrate personal responsibility for quality and timeliness of work performed by self and teaching artists in affiliated programs
- Inspire students to demonstrate commitment to program and fellow students by consistent attendance and desire to grow their skills and abilities
- Considers lessons learned from experience, differing needs, and the impact of decision on others
- Communicate effectively in verbal and written form in a respectful, timely, and clear manner
- Demonstrate passion for making a difference in students lives through the arts

Key Duties and Responsibilities

- Managing education and community programs including (but not limited to) Mariachi Ensemble program, Adult Guitar class, and after school programs
- Overseeing and managing mariachi ensemble performance details with community partners and fulfill payments
- Acting as primary contact for communication with students and parents
- Promoting interest and cultivating participation for programs
- Teaching classes and leading rehearsals with students and teaching artists
- Implementing and maintaining an evaluation process utilized by artists, teachers, and students
- Working with ECE staff to coordinate team programs, including Posada Navideña, Fiesta de Independencia, and summer camp

What Matters Most in this Role:

- Comprehensive knowledge of music and music education, and mariachi music in particular
- Understanding of child development as it pertains to teaching young people
- Knowledge of state and local education system as it relates to the services the Center provides via Education & Community Engagement
- Excellent verbal and written communication skills to interface with teachers, children, and patrons
- Excellent skills in planning, organization, research, and time management
- Basic understanding of the budgeting process within non-profits
- Comfort with providing overseeing and providing feedback and evaluations to teaching artists and interns
- Ability to represent the Center and the goals of LBC ECE department by leading and collaborating across a broad range of other arts organizations in the community

- Working knowledge of the performing and visual arts as they relate to education, community involvement and audience engagement
- Microsoft suite and other programs as needed

How to Apply and Further Information:

To apply, please submit a short cover letter and your resume in PDF format to HR@lutherburbankcenter.org using the job title in the subject line. A detailed job description is available upon request.