



Job Title: MMI Fellowship Coach

Job Location: Memphis, Tennessee

MMI Overview:

The Memphis Music Initiative (MMI) is a community-initiated and developed grantmaking initiative that uses high-quality music engagement to drive student, youth, and community outcomes. MMI builds on Memphis' robust musical legacy by developing and strengthening music engagement offerings in and out of schools and supporting youth-centered, community-based music spaces for low-income Memphis youth. Our in-school program, one of three pieces of our strategy, aims to sustain existing in-school music education opportunities and expand instruction through partnerships with local musicians and music organizations. The anchor of the in-school strategy piece is the MMI Music Engagement Fellowship which partners in-school music programs with a wide range of musicians including hip-hop artists, music producers, classical musicians, jazz musicians, R&B singers, and others at over 30 public, parochial, and charter middle and high schools across Memphis.

Read more about MMI at www.memphisismusic.org.

Job Description:

Reporting to the Fellowship Manager, the Fellowship Coach guides and supports a cohort of Music Engagement Fellows as they implement high-quality music engagement activities in support of positive youth outcomes in programs across Memphis:

Key Responsibilities

- Supervise, support and manage a team of 12-14 fellows in all aspects of their work including effective support(s) for fellows to maximize positive youth achievement outcomes
- Support school Music Engagement Fellow, Music Director and/or school leadership in designing and implementing high-quality learning experiences in music and the arts
- Conduct site visits for observations, lead feedback and planning sessions, create action plans for a cohort of 12-14
- Manage the implementation of field trips with adherence to MMI and school field trip procedures and policies
- Work with MMI In-Schools team, fellows, and school leadership to track and measure youth and program success, assess program design, and redevelop and/or update program
- Lead professional development and share back sessions with Fellow cohort and compile applicable reports and summaries for MMI leadership

- Support the In-Schools Director and Memphis Music Initiative staff in coordinating implementation activities and executing the Initiative Strategy
- Plan the delivery of the MMI Fellowship program and its activities in accordance with the mission and the goals of the organization
- Ensure that personnel files for the program are properly maintained and kept confidential
- Work with Fellowship Manager to ensure that program activities comply with all relevant legislation and professional standards
- Work with the Fellowship Manager to develop forms and records to document program activities
- Work with the MMI In-Schools team and Finance Director to implement the human resources policies, procedures and practices of MMI
- Inform and ensure that the Director of In-School Programs (DISP) and Fellowship Manager has the necessary information to effectively perform their duties
- Act as advocate and spokesperson for this work and this initiative in your respective musical communities and with your professional peers, including PR and Marketing Teams

Professional Qualifications

- Strong professional experience working with youth from low-income communities and communities of color
- Demonstrated project management and implementation experience; ability to manage multiple program components simultaneously
- Experience working in a creative youth development environment
- Knowledge of musical nonprofits and/or issues related to musicians and/or musical nonprofits
- Professional experience in navigating the field of education with knowledge of best practices and ability to identify strong music education programming
- Experience gathering, analyzing, and presenting data, and using data to inform strategy
- Experience with the music community in Memphis a plus
- A thorough understanding of comprehensive musicianship and a demonstrated ability of supporting students of diverse skill levels and backgrounds in learning with a commitment to bridging genres to drive relevant instruction

Personal Characteristics

- Strong passion for the critical role music engagement can play in strengthening youth outcomes and developing youth leaders from low-income communities and communities of color
- Commitment to and passion for music education and youth development
- Demonstrates high levels of integrity and accountability
- High energy, ability to think creatively and work collaboratively and a sense of humor
- Excellent interpersonal skills and the ability to interact effectively with youth, students, and a diverse range of people

- Strong ability to work independently and take initiative while supporting a larger team effort
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Salary

This position is full-time and year round. This role will receive a salary of \$39K plus comprehensive benefits.

To apply, please send a resume and thoughtful cover letter outlining your interest, experience, and potential fit for the role addressed to MMI Selection Committee via fellowscoach@MemphisIsMusic.org. We will begin reviewing applications on June 18, but we will continue to accept applications until the position is filled.

The Memphis Music Initiative is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Employees are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.