



Job Title: Program Manager

Job Location: Memphis, Tennessee

MMI Overview:

The Memphis Music Initiative (MMI) invests in youth, local communities and Memphis' musical legacy by broadening and strengthening existing music engagement offerings in and out of schools and supporting youth-centered, community-based music programs. Our approach is three tiered. Through various investment strategies, MMI seeks to: 1) sustain existing in-school music engagement and expand instruction through partnerships with local musicians; 2) expand high-quality, out-of-school programs to reach more youth and remove barriers to youth engagement and participation; 3) support organizations that are providing music engagement, enhancing their sustainability and scaling high quality programming. From gospel to rock, soul to country, hip-hop to classical, the Memphis Music Initiative supports all forms of musical expression that have created a powerful musical legacy and tradition in Memphis. Find out more about MMI at <http://memphismusicinitiative.org>.

Job Description:

MMI is seeking a Program Manager to assist with creating and executing program activities throughout the year for MMI Works. MMI Works provides paid internship opportunities for teenagers at music and arts organizations, equitable access to career training, and professional and personal development. MMI Works provides access to music and arts-based activities by using music as the conduit for building community and cultivating supportive relationships among youth, partners and MMI staff. MMI Works engages with participating students year-round (MMI Works Extended/MWE) by providing extended learning opportunities that are youth centered and youth driven throughout the school year. The program is designed to broaden and strengthen out-of-school music and art engagement offerings by creating a robust experience and meaningful connections with art organizations and youth.

The ideal candidate is organized and detail-oriented with a passion for serving Memphis youth; has excellent interpersonal skills; and the ability to interact effectively with youth, parents, and a diverse range of people. The Program Manager should have a background developing programs or curriculums for and working directly with youth. Former teachers (high school experience preferred), after school program managers, and curriculum development specialists are encouraged to apply. The right candidate will thrive in a culture that understands unrelenting advocacy for black and brown youth and is committed to music/arts education and creative youth development.

This role will report to MMI's Director of Youth Programs. The position is based in Memphis, TN.

Key Responsibilities:

Support MMI's direct service programs MMI Works and MWE:

- Responsible for input and development in the ongoing planning, direction, review and evaluation of MMI Works curriculum and instructional content
- Coordinate with key worksite partners and parents in the planning and execution of programs and events by holding the responsibility for logistics and administrative functions with internal staff and external contractors; events and sessions will include, but not limited to professional/personal development, MWE sessions, orientation, and field experiences
- Manage planning process, prepare and maintain records for all stages of program; create and revise documents, spreadsheets and materials needed for life cycle of MMI Works including administrative tasks, participant recruitment and selection, participant work placements, professional/personal development (PD) series, and worksite planning and logistics; this includes tracking expenses and preparing reports for budget monitoring and reimbursements
- Contribute social media and communications content related to program activities, as needed
- Maintain and update databases for interns, organizations and scholarships

Support and collaborate with a cohort of 50(+) young people:

- Provide guidance and mentoring through active participation with cohorts to help them fulfill and make choices about their educational, personal, social, emotional, and vocational needs
- Carry out program's curriculum, instruction and procedures and critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
- Monitor youth services and ensure compliance to youth needs
- Prepare and submit timely requests for intern paychecks, reimbursements and vendor payments
- Plan for and provide materials, food, and supplies for orientation, meetings, professional development and other youth activities and events

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty efficiently. Overall qualifications required include proven ability to work with a diverse range of people.

- Bachelor's degree in related field
- Minimum five years of experience teaching and or working with underserved youth, primarily teenagers

- Experience in project planning and implementation
- Knowledge of Memphis context relative to youth development and engagement
- Proficient and tech-savvy with ability to operate messaging apps; create, revise and produce spreadsheets, documents, and presentations
- Prior experience implementing programs that nurture the potential of youth and managing others is preferred

Required Competencies:

- Excellent verbal and written communication skills
- Ability to perform well in non-traditional youth development environments and organizations
- Ability to work effectively in a team-oriented environment, while maintaining the ability to work independently in varied activities and projects
- Ability to create and monitor program implementation plans
- Detailed oriented and efficient
- Ability to interact with people from a variety of backgrounds, ages and experiences
- Experience working with low income communities of color
- Must be flexible and able to adapt to change in the work place
- Passionate for youth equity and access

To apply:

To apply, please send a resumé and thoughtful cover letter outlining your interest, experience, and potential fit for the role addressed to MMI Selection Committee via apply@memphisismusic.org . We will begin reviewing applications on March 1, but 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.