

# Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 FAX: 914-723-0036

www.hbms.org • email: hb@hbms.org

## **Dean of Programs (FT)**

### **Position Description**

**April 2018**

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School serves more than 750 students from 50 Westchester municipalities on site and another 250 at partner organizations including Head Start Centers, healthcare facilities, and social service agencies. The 75-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestras, three choirs, and over 40 chamber ensembles; master classes by world renowned artists; scores of workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a five-week summer music, art and theater program.

### **The Dean of Programs**

Reporting to the Executive Director, the Dean of Programs is a member of the School's senior management team, which is charged with efficiently and effectively achieving the School's mission and vision. S/he oversees Hoff-Barthelson's faculty and core educational programs in the Early Childhood, K-12, Adult, Summer, and Community Partnership Divisions, to ensure educational excellence school-wide.

S/he is responsible for the development and implementation of programs, curricula, and educational policies and procedures designed to advance the School's mission; for faculty development and evaluation; and the assessment and evaluation of programs, performances, and student progress.

The Dean of Programs cultivates positive, productive relationships between students and families and the School as a whole and ensures that students and families receive appropriate and timely guidance in regards to student progress and to optimizing the benefit they derive from the many opportunities available to them through Hoff-Barthelson.

Specific duties include but are not limited to:

- Recruit, develop and retain a faculty of the highest caliber in each of the School's departments (musicianship, percussion, piano, strings, voice, and winds and brass) in the Early Childhood, K-12 and Adult Divisions.
- Develop and reinforce sequential pathways of learning and advancement in individual instruction, musicianship classes, ensembles, and performances; ensure these are clearly communicated to faculty, students and families and that students and parents receive the individualized guidance needed to maximize the benefits they derive from studying at Hoff-Barthelson.
- Lead, in collaboration with School leadership, the development of new programs (e.g., camps, community partnerships, group instruction and ensemble opportunities for adults, etc.)
- Serve as primary supervisor of Faculty members, Associate Dean, and the Administrative Assistant to the Deans; provide resources, guidance and mentorship to ensure their success.



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- Work with the ED, Dean of Students, Associate Dean, Director of Special Events, and Program and Ensemble Directors to develop an annual schedule of educational events and performances including festivals, recitals, workshops, master classes, and ensemble concerts.
- Attend Board of Trustees meetings and report on the status of the School's core educational programs, faculty development, and student progress.
- Attend School events, acting in a leadership capacity. (Hosting responsibilities are shared with the ED, and Associate Dean.)
- Promote the philosophies and mission of Hoff-Barthelson, instilling a love of music among our students and their families, and to promote a strong school community at all levels, among faculty, families and staff.
- Over the next three to five years, partner with the ED and faculty to ensure that the following strategic goals are met:
  - Establishment of a Faculty Council comprising leaders of various departments.
  - Establishment of regular assessment of teaching and learning through the development and implementation of systems of faculty, student and program evaluation and constructive feedback.
  - Development and implementation of a sequential musicianship curriculum (including eurhythmics, theory, aural skills, composition, etc.) across the Early Childhood, K-12, and Adult Divisions.

## Qualifications

- A graduate degree in music education and/or performance from an accredited institution.
- A successful track record of managing faculty and/or a large corps of teaching artists in a community music school, conservatory, or education division of a leading music performance or presenting organization.
- Strong leadership and management skills and a demonstrated ability to work with students, families, faculty, staff, and trustees.
- Strong interpersonal and communication skills.
- Emotional maturity, a sense of humor, and pleasant personality.
- Proficiency in Word, Excel, and Outlook.

## To Apply

Please address your correspondence to Executive Director Ken Cole at [careers@hbms.org](mailto:careers@hbms.org), with **Dean of Programs** as the subject line. Candidates should send a cover letter and résumé.

## Equal Employment and Educational Opportunity

Hoff-Barthelson Music School is an equal opportunity employer and educational institution. It is the School's policy that all employment and educational opportunities be decided based on merit, qualifications, and competence, and that all employment and educational decisions be made without regard to applicants', employees', and students' race, color, religion, sex, national origin, age, physical or mental disability, veteran or military status, ancestry, citizenship, marital status, sexual orientation, or any other basis prohibited by applicable law. This policy governs all areas of employment, including, for example, hiring, promotion, assignment, compensation and dismissal, and all areas of the School's educational programs.

