

Hoff-Barthelson Music School
Registrar
Position Description
May 1, 2017

Founded in 1944, Hoff-Barthelson Music School is one of the nation's premier community music schools with an unsurpassed reputation for excellence. The School serves more than 1,500 students from 50 municipalities in Westchester County and Lower Connecticut. The 70-member faculty comprises many of Greater New York City's most distinguished artist-educators.

Hoff-Barthelson's comprehensive program includes individualized instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; a four-tiered orchestral pyramid; three choirs; masterclasses by world renowned artists; over 30 chamber ensembles; student performance workshops, recitals and concerts; a robust Suzuki program; Dalcroze Eurhythmics; early childhood music and movement classes; outreach programs; and a five-week summer music, art and theater program.

Frequent solo and ensemble performance opportunities in a warm, familial setting are hallmarks of the School's educational philosophy and are integral parts of the curriculum. This warmth, combined with the highest pedagogical standards, make HBMS an exceptional environment for people of all ages and abilities.

The Registrar

Reporting to the Director of Finance and Operations, and working closely with the Dean, the Registrar ensures that faculty, families and students are provided with the highest level of service in regards to registration and scheduling. S/he works to resolve and answer all inquiries with respect to general school information and registration; supervises the Assistant Registrar and other staff involved registration and scheduling; and works closely with senior management and marketing staff to achieve high enrollment levels.

Salary and benefits are offered commensurate with experience.

Responsibilities Include:

- Maintain all course offerings and schedules in collaboration with the Executive Director and Deans.
- Manage enrollment and re-enrollment processes for all divisions including Early Childhood, Suzuki, K-12, Adult, Summer Lessons, and the Summer Arts Program.
- Maintain and ensure the accuracy of student records.
- Maintain faculty and room schedules.

- Confirm all class and studio rosters and attendance records; update registration system as appropriate.
- Support Deans in placement and scheduling of new students; transmit information on new students to appropriate faculty.
- Oversee the scheduling of make-up lessons and work with faculty, families and students to resolve issues related to absences, scheduling conflicts and other faculty-student issues.
- Manage the intake and processing of financial aid applications.
- Enforce and monitor attendance policies and submit all lesson confirmations to payroll.
- Prepare statistical reports.
- Manage relationship with registration software support team to resolve issues.
- Maintain legacy system (ACCESS) as resource for archived information.
- Supervise Assistant Registrar and other staff supporting registration and scheduling.
- Other duties as assigned.

Qualifications:

B.A. or equivalent experience and 4-6 years job experience preferred. Ability to work productively in a team with a flexible and adaptive work style. Proficient in Microsoft Office applications including Word, Excel and Outlook. Solid working knowledge of registration systems or sequential databases. Experience with ASAP Connected Registration Systems a strong plus, as a background in classical music. Excellent administrative, organizational, problem solving, and communications skills. Outstanding attention to detail. Good sense of humor and a positive spirit.

To Apply:

Please send cover letter and résumé to Bill Wagner at careers@hbms.org by May 31st, 2017. Reference **Registrar** in the subject line. No phone calls please.

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.