



FROM THE TOP

Education Program Developer Job Description

SUMMARY

The Education Program Developer is responsible for assisting in the development and implementation of a young artists' training program that prepares young musicians to respond effectively to opportunities in their environments with the knowledge and skill that advance the From the Top mission around service and leadership.

Essential Responsibilities:

- Foster an overall atmosphere of respect, creativity, productivity, and innovation
- Provide direct consulting support to From the Top education events across the country
- Provide leadership in fostering programmatic improvement
- Coordinate activities with internal (i.e. production, scholarship, communication) and external (i.e. school and community personnel) stakeholders
- Identify resources (human and material) that are relevant to education and outreach activities and develop mechanisms for sharing knowledge internally
- Manage documentation activities
- Collaborate as member of the From the Top Education Team
- Other responsibilities as assigned

Examples of Work:

- Plans strategically around each From the Top radio show to co-construct opportunities that are consistent with the From the Top mission and take into account the site specific interests and assets; ensures that actual plan is developed for each show
- Facilitates Arts Leadership Orientation sessions following each radio broadcast
- Advises From the Top and non From the Top musicians in developing, implementing, and sharing their arts leadership projects
- Coordinates set up of web-based documentation related to each site and individual(s)
- Fosters collaboration and team building

Qualifications:

Bachelor Degree with experience in teaching, arts oriented activities, professional and material development. Excellent interpersonal, facilitation, and communication (verbal and written) skills. Ability to work independently to meet specific goals and timelines is essential. Ability to collaborate with people at various levels of organization on and off site is required. Knowledge of Microsoft Office programs required and database experience preferred.

**To apply, please send cover letter and resume to hr@fromthetop.org by
Friday, August 20th 2010**