

## Job Posting

Job Title:	<b>Assistant Manager, Music School</b>	Department:	<b>Dixon Hall Music School</b>
Status:	<b>Part-time (10 hrs./wk.)</b>	Job ID#:	<b>#18-MSC-05</b>
Union:	<b>Excluded</b>		
Posting Date:	<b>July 10, 2018</b>	Posting Close:	<b>July 24, 2018 - 4:00 PM</b>

**Dixon Hall Neighbourhood Services (Dixon Hall)** is committed to a vision of a city where everyone thrives. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care and compassion and accountability.

Dixon Hall is currently accepting applications from qualified candidates for the position of Assistant Manager in our Music School. Reporting to the Music School Director and Manager as part of the DHNS's management team, the Assistant Manager presents a welcoming and professional presence in the music school. The Music School Assistant Manager provides leadership to the teaching staff and effective responses to the students and families on Saturdays and weekday evenings when the Music School Director and Manager are not present.

### **Responsibilities:**

- Communicate with students, parents and teachers informing the Manager and Director of any important updates and occurrences.
- Support the Manager and Director with the operational requirements of the music school.
- Assist with supervising part-time teaching staff with a focus on ensuring excellence in classroom delivery.
- As a member of the music school's management team, assist in the process of training and developing music teachers and in managing teacher performance.
- Assist with the process of updating the school database.
- General administrative tasks associated with day to day operations of the music school.
- Provide effective customer service to Music School clients and the general public.
- Assist with preparing and distributing publicity, communications, and community outreach materials.
- Open and close the building as necessary.
- Attend agency and music school meetings outside of regularly scheduled hours, as occasionally required.

### **Qualifications:**

- Post-secondary degree in music, music education, or arts administration.

- Minimum 2-years' experience in a management or supervisory role, preferably in a unionized environment.
- Knowledge of music pedagogy, teaching methods and materials.
- Excellent written and oral communication skills in English; fluency in other languages will be considered an asset.
- Very strong organizational skills.
- Demonstrated accurate record keeping skills.
- Facility with Microsoft Office, Excel, and other programs; Filemaker Pro an asset.
- The ability to effectively communicate with people from diverse cultural and social backgrounds.
- Excellent problem-solving skills with strong attention to detail.
- Ability to skilfully, strategically, appropriately, and tactfully manage in order to achieve the mission, goals, and business objectives of the music school.
- Demonstrated ability to work independently as well as in a team environment.
- A satisfactory Vulnerable Sector Criminal Records Check is required.

To apply, please email your resume and cover letter as a single Word or pdf document to [hr@dixonhall.org](mailto:hr@dixonhall.org) before **4 p.m. on July 20, 2018** quoting File #18-MS-05 in the email "Subject" line.

Internal Applicants please mark "internal" in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.