**CHARLESTON JAZZ ACADEMY**

**Director of the Academy**

Duties and responsibilities:

1. Jazz Academy-
   1. Articulate the purpose, goals and objectives of the CJA to teachers, parents, students and the community.
   2. Work closely and coordinate with the Academy Coordinator and the Education Outreach Coordinator in the operation of the Jazz Academy and the outreach programs.
   3. Hire and retain qualified instructors.
   4. Promote CJA to teachers, parents and students
   5. Promote CJA to organizations, corporations, benefactors and philanthropic groups to secure and stabilize funding
   6. Set up and supervise education and outreach programs with the Education Outreach Coordinator and promote these to schools, parents and community groups.
2. Required skills-
   1. Must be able to have the ability to “work the room” in public gatherings
      1. Have a clear statement of the purpose of CJA in summary form- avoid using jargon.
      2. Be a good listener; hear and be able to express how the CJA meets the interest/expectations of the stakeholders in the conversation.
   2. Serve as administrator of the Jazz Academy. Duties include:
      1. Hiring and retaining qualified instructors
      2. Monitoring student progress
      3. Continually developing and revising all educational programs sponsored by the Academy
      4. Coordinate with the Executive Director and the CJO conductor to align Academy programs with the overall mission of Charleston Jazz
   3. Coordinate programs in schools
      1. Work with on-campus faculty and administration
         1. Be sensitive to their expectations and needs
         2. Be able to utilize the correct educational jargon when necessary
   4. Work with board members, leadership team and jazz orchestra personnel to present a consistent, unified message across all areas of Charleston Jazz.
      1. Encourage board participation in academy projects/programs where appropriate
      2. Respect the input and concerns of the board and leadership team while maintaining a consistent stance regarding the purpose and mission of the CJA
   5. Assist with grant writing and implementation. Work with the Executive Director in identifying areas of need and assisting in finding appropriate granting organizations.
   6. Work closely with the Education Outreach Coordinator and assist with establishing and administration of these programs.
3. Salary- $55,000.00-75,000.00 (based on experience, degrees, etc. some negotiation possible)