



UNIVERSITY OF GEORGIA

Hugh Hodgson School of Music Outreach Administrator

The UGA Community Music School (CMS), an outreach program of the Hugh Hodgson School of Music, in conjunction with the UGA String Project and UGA Summer Music Camps (including Music and Marching Band Camps), seeks an academic professional to manage the administrative duties for the three programs, as well as other workshops and symposia within the school, effective July 1, 2022. This position is a full-time (12 month) non-tenure track, benefits-eligible faculty position in the School of Music. Salary range is commensurate with the rank of academic professional. The position may include some CMS applied teaching as well as other teaching appropriate to the candidate's expertise and background.

Responsibilities

Instructional

- Teach applied lessons and/or classes to community members in the candidate's area(s) of expertise.
- Develop and teach collegiate classes in appropriate areas relating to community outreach and program administration.
- Assist with curricular development and planning within existing outreach programs. Help mentor and advise student teachers and counselors.

Administrative

- For the UGA Community Music School, UGA Summer Music Camps, and the UGA String Project:
 - Manage and administer payroll, registration, billing, scheduling, reservations, and client communications for UGA outreach programs (UGA Community Music School, Summer Music Camps, UGA String Project).
 - Maintain training and database records for faculty, staff, and students within the programs
 - Assist with marketing, communications, social media, web presence, and event management.
 - Connect with housing, parking services, food services, Performing Arts, and other UGA offices as needed to facilitate outreach programs.
- Other duties as assigned.

Minimum Qualifications

- Terminal degree in a music-related field. Candidates without a terminal degree must have a master's degree in music, document exceptional professional expertise (a minimum of 5 years professional experience in the field of arts administration, music education, music therapy, or performance) and be approved for a terminal degree exception before hire.
- Experience in a professional administrative career (minimum 1 year).
- Willingness to work a flexible weekday schedule, with some evening and weekend functions requiring management and attendance.
- At least 1 year of teaching experience with students at the beginning to intermediate level on candidate's own primary instrument.

Preferred Qualifications

- Demonstrated background in arts administration .
- Minimum of 1 year of professional experience with Quickbooks Desktop software or comparable accounting software.

- Functional ability with Microsoft Word, Excel, and Powerpoint; Adobe Acrobat and Filemaker software, as well as media mail software such as Mailchimp, Canva, Constant Contact, etc.
- Ability to communicate diplomatically, effectively, and in a timely manner with all parties involved in each program, including staff, faculty, and students.
- A desire to make participating in music accessible to all segments of the immediate and surrounding community.
- Relevant and current expertise in the successful marketing of arts events and programs.
- Ability to work collaboratively and effectively with faculty, staff, and students.
- Demonstration of successful history with and in raising external funds.
- Prior successful grant-writing background.

To Apply

- Applicants should include a curriculum vitae and cover letter describing their academic qualifications and professional experience, showing how they will add value to the programs. Furthermore, they should show how their service, teaching and work has supported the success of students from racial, ethnic, and gender backgrounds that are underrepresented. Applicants who have not yet had those experiences should explain how their work will further the College's commitment to diversity.
- Applicants should provide a minimum of three references with contact information. Each will be asked by the committee to provide a confidential letter of recommendation upon candidate application.
- Applicants should also provide a link to at least one video of private or group teaching. This can be included in either the cover letter or the CV. Additional materials may be requested later.

Application documents must be uploaded to the UGA Jobs link:

<https://www.ugajobsearch.com/postings/229132> with search committee reviews beginning Dec. 13, 2021. Questions about the application process can be directed to Edith Hollander (somadmin@uga.edu or 706-542-2701); questions about the position can be directed to Kristin Jutras (kjutras@uga.edu). Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu). Please do not contact the department or search committee with such requests.

The Hugh Hodgson School of Music (<https://www.music.uga.edu/>) is among the leading schools of music in the region and nationally. It includes comprehensive programs, with degrees at the undergraduate level through masters and doctorate. Students at the graduate degree levels are primarily involved in CMS teaching. Undergraduates are primarily involved in the String Project, and graduate students are often considered faculty members of the Summer Music Camps.

The UGA Community Music School (CMS) (<https://www.music.uga.edu/cms>) serves as an ongoing, year-round musical ambassador to the surrounding community. CMS is an organization of faculty, students, and professional alumni offering musical instruction to all members of the surrounding community on a variety of instruments including piano, voice, strings, brass, percussion, and woodwinds. CMS also provides instruction in music theory, music therapy, and ensemble performance. Hugh Hodgson School of Music faculty members provide master classes, observe instruction, and assist CMS faculty, as well as oversee the day-to-day operations of the program.

The UGA String Project (<https://www.music.uga.edu/string-project>) is a crucial aspect of the Hodgson School's community outreach. String Project is part of the American String Project Consortium and sponsored by the American String Teachers' Association. The Consortium, initiated to assist universities in strengthening teacher education programs, set up String Projects throughout the country to provide practical hands-on training for undergraduate music education majors.

UGA Summer Music Camps (<https://www.music.uga.edu/summer-music-camps>) is a four-day musical experience that offers students a place to grow musically in a fun and exciting learning environment. Each student will have the opportunity to attend daily instrument-specific masterclasses under the direction of the acclaimed faculty of UGA Hugh Hodgson School of Music, ensemble rehearsals, and daily academic classes such as musicianship for middle students and various elective choices for high school students.

The University of Georgia (<https://www.uga.edu/>), a land-grant and sea-grant university with statewide commitments and responsibilities, is the state's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). UGA is currently ranked among the top 15 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA was founded in 1785 by the Georgia General Assembly as the first state-chartered University in the country. UGA employs approximately 1,800 full-time instructional faculty and more than 7,700 full-time staff. The University's enrollment exceeds 39,000 students including over 30,000 undergraduates and over 9,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.

The Franklin College of Arts and Sciences, its many units, and the University of Georgia are committed to increasing the diversity of its faculty and students, and sustaining a work and learning environment that is inclusive. Women, minorities and people with disabilities are encouraged to apply.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation, or protected veteran status.