



Assistant Director

Position Summary

The Concord Conservatory of Music (CCM) seeks a collaborative, organized, and forward-thinking leader to serve as Assistant Director.

Reporting to the Executive Director, the Assistant Director is a key member of CCM's leadership team and serves as CCM's primary educational and operational leader. The Assistant Director oversees faculty, works collaboratively with staff, supports students and families, and helps advance the Conservatory's mission and strategic goals.

The Assistant Director will ensure the smooth and effective day-to-day functioning of the Conservatory while also leading efforts to develop new programs, strengthen community partnerships, and support CCM's continued growth.

As CCM prepares for expansion into a future music center facility, the Assistant Director will play a critical role in helping the organization envision, plan, and implement new programs, partnerships, and educational opportunities that maximize the impact of the new space and expand access to music education throughout the community.

This position is ideal for someone who is passionate about music education, operational excellence, and community engagement. The successful candidate is a strategic thinker and practical problem-solver who enjoys building relationships, leading people, and turning ideas into meaningful opportunities for students and the broader community.

About Concord Conservatory of Music

Concord Conservatory of Music is a nonprofit community music school serving students of all ages and abilities through private lessons, classes, ensembles, workshops, performances, and community programs.

CCM believes music has the power to connect, inspire, and enrich lives. Through high-quality music education and meaningful artistic experiences, the Conservatory fosters creativity, lifelong learning, and a strong sense of community.

Position Responsibilities

Educational Leadership and Faculty Supervision

Partner with the Executive Director to support CCM's educational vision and program excellence.

Provide direct supervision, support, and leadership for CCM's faculty, fostering a collaborative, student-centered teaching community.

Lead faculty recruitment, onboarding, evaluation, retention, and professional development.

Serve as the primary resource for faculty and support ongoing curriculum and program development.

Encourage innovation and continuous improvement in teaching and learning.

Support efforts to document, assess, and celebrate student growth, achievement, and engagement.

Operations and Organizational Management

Oversee day-to-day operations to ensure an exceptional experience for students, families, faculty, and community partners.

Work closely with staff to coordinate scheduling, enrollment, facilities, and program logistics.

Develop and refine systems, procedures, and workflows that improve organizational effectiveness.

Coordinate cross-functional projects and support organizational initiatives.

Oversee the planning and execution of recitals, performances, workshops, community events, and other Conservatory programs in collaboration with faculty and staff.

Identify and resolve operational challenges while supporting continued organizational growth.

Student and Family Engagement

Serve as a senior point of contact for students and families.

Help students and families identify educational opportunities that align with their interests and goals.

Respond thoughtfully and effectively to questions, concerns, and requests.

Foster a welcoming, inclusive community that encourages lifelong engagement with music.

Program Development, Partnerships, and Growth

Collaborate with faculty, staff, and community partners to develop new classes, ensembles, workshops, camps, performances, and community programs that advance CCM's mission.

Identify opportunities to expand educational offerings, increase participation, and strengthen pathways for lifelong music learning.

Lead the development and implementation of new initiatives from concept through evaluation and refinement.

Cultivate partnerships with schools, libraries, senior centers, arts organizations, businesses, and other community organizations.

Collaborate with the Executive Director and staff to establish enrollment goals and projections for new and existing programs.

Develop innovative performance, educational, and community engagement opportunities that broaden access to music education and deepen CCM's impact within the community.

Strategic Growth and Future Music Center Planning

Identify opportunities to strengthen and expand CCM's programs, services, and community impact.

Contribute to planning for CCM's future music center facility, helping to develop the programs, partnerships, community engagement initiatives, and operational practices that will support a vibrant and sustainable new chapter for the Conservatory.

Help envision how new and expanded spaces can support educational programming, performances, community engagement, and artistic collaboration.

Develop programmatic ideas and partnerships that maximize the impact and accessibility of the new facility.

Assist in preparing organizational systems and operations to support future growth.

Serve as a thought partner in helping shape CCM's future music center as a vibrant home for music education, performance, creativity, and community connection.

Organizational Leadership

Serve as a member of CCM's leadership team.

Work collaboratively with staff to ensure effective communication, coordination, and execution across all areas of the organization.

Participate in strategic planning and organizational decision-making.

Represent the Executive Director when appropriate.

Support special projects and organizational initiatives as assigned.

Qualifications

Required

Bachelor's degree required; advanced degree preferred.

Minimum of five years of progressively responsible experience in music education, arts administration, community music schools, nonprofit management, program development, or a related field.

Demonstrated success managing educational programs, operations, or community-based initiatives.

Strong organizational, project management, leadership, and communication skills.

Ability to manage multiple priorities and build effective relationships with faculty, students, families, staff, and community partners.

Commitment to high-quality music education and community engagement.

Preferred

Experience working in a community music school, conservatory, arts organization, or educational nonprofit.

Experience developing or launching new educational programs.

Experience building community partnerships.

Background as a musician, educator, or arts administrator.

Schedule

This is a full-time, exempt position. Evening and weekend hours are occasionally required to support performances, special events, community programs, and institutional activities. Flexibility is expected to meet the needs of students, faculty, and the organization.

Salary Range: \$80,000-\$90,000, commensurate with experience and qualifications.

To Apply

Submit a cover letter describing your interest in the Assistant Director position and why the Concord Conservatory of Music's mission and community appeal to you, along with your resume, to kyoder@concordconservatory.org. No phone calls, please.