



**Job Title:** Program Director

**Reports To:** Executive Director

**Exempt / Non-Exempt:** Exempt

**Full-time / Part-Time:** Full-time

## Position Summary

The Program Director will manage staff and contractors, lead program implementation, and oversee overall marketing and communication for Tosco Music's Event and Community Outreach programs. The Program Director serves on the management team and works closely with the Executive Director to identify goals for organizational outcomes and explore partnerships that align with Tosco Music's mission.

## Roles & Responsibilities

### 1. Lead Overall Operations

- Manage staff and various contractors
- Oversee and update HR guidelines, Employee Handbook, onboarding, offboarding, contracts, and systems (i.e. Asana)
- Support budget, forecasting and reconciliation initiatives
- Lead data management and oversee Program Coordinator in the classification and accessibility of current and archival Tosco Music data/collateral
- Lead weekly all team meetings including agenda-setting and program planning/debriefs

### 2. Manage Programming (Events and Community Outreach)

- Plan logistical roadmap for Events, including overall planning, and sub-project planning
- Manage implementation
- Serve as primary venue liaison and manage event set up, ticketing and logistics.
- Oversee Program Coordinator in their role managing volunteer involvement in programs
- Lead and manage Community Outreach initiatives
- Oversee Program and Community Outreach contractors
- Oversee collection of outcome data to support development materials and produce post-event and other program summary reports.
- Oversee Program Coordinator's CRM imports of ticket-buyer data and outreach program participants.

### 3. **Oversee Marketing**

- Lead Marketing Strategy planning with Lead PR Contractor and Board Marketing Committee
- Produce and/or coordinate with contractors and/or volunteers to produce event materials (signage at events, printed programs, banners, etc.).
- Produce and/or coordinate with contractors and/or volunteers the material for event promotion through routine eblasts, event collateral for advertising (graphics, printed fliers, postcards) and program content online (website, social media)
- Update and/or coordinate with contractors and/or volunteers the content and maintain relevance of Tosco Music websites and other platforms.

### 4. **Support Development and Fundraising**

- Support Development at Tosco Music by providing needed collateral / information / logistical assistance to Development Specialist, grant writer, sponsorship committee, etc.
- Collaborate with Fundraising and other Development Task Forces/Committees, as applicable
- Plan logistical roadmap and manage implementation of Annual Fundraising Event
- Manage fundraiser program logistics as venue liaison, oversee any needs for program volunteers.
- Oversee fundraiser event promotion and marketing.

### **Qualifications**

- Bachelor's degree and at least five years of program management including program marketing and communications.
- At least five years of experience recruiting and managing staff and talent.
- Proficiency with donor database software.
- Creative problem-solving skills, ability to think critically, and make informed recommendations for improvement.
- Strong organizational skills, detail-oriented, and proactive.
- Demonstrated ability to attend to multiple areas of responsibility and meet target goals.
- Enthusiasm to work on a team committed to equity, cultural awareness, and sensitivity.
- Availability to work some nights and weekends for Tosco Music events.
- Computer proficiency, including Microsoft Office applications (Word, Excel, PowerPoint) and cloud storage applications (Dropbox, Google Drive, etc.).

### **To Apply**

Please send your resume together with a cover letter to [careers@toscomusic.org](mailto:careers@toscomusic.org).

In your cover letter, please outline how your past experience aligns with the expectations for this position and why you want to be part of the Tosco Music team. This is a full-time, exempt position offering a compensation range of \$60,000-\$65,000 annually, depending on experience.

*Tosco Music is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Tosco Music encourages candidates of all groups and communities to apply for this position.*