



Music Education Director

About the Southwest Florida Music Education Center

It is well documented that most neurodivergent young adults face significant challenges when preparing to enter the workforce and in developing healthy relationships. Learning differences coupled with common societal attitudes, perceptions and beliefs about what a neurodivergent individual can accomplish often leave these young people on the fringe of society. This “invisible” disability can often lead to depression, dependence, isolation and unhappiness; as a result, there is significant strain placed on families and support networks. Placement in traditional college or technical programs can be tricky to navigate. Success depends upon highly trained professionals, small staff-to-student ratios, program design, availability and affordability. Music is a particular area of strength for many neurodivergent individuals. Currently, there are few high school transition and post-secondary music programs designed to fill this gap anywhere in the United States. This is where the Southwest Florida Music Education Center (SWFLMEC) comes in!

The mission of SWFLMEC is to create a world-class music education center where neurodivergent students who have a strong interest in music and low to moderate support needs receive education in music and life skills, preparing them for meaningful growth opportunities that enrich their lives and the community as a whole.

Position Summary

SWFLMEC seeks a Music Education Director to oversee our 2-year high-school transition and 4-year post-secondary music certificate programs, music performances and community enrichment opportunities, with the specific purpose of growing the program to a regional/national destination. The Music Education Director will oversee the program, including service design; strategy and cohort-building; school relationships; research and evaluation; partnerships with arts and educational organizations; contract development and oversight; and will work in concert with the Vice President on management of budget, staff, human resources, general operating systems, and compliance with SWFLMEC policies. The ideal candidate will be an experienced, independent, motivational leader who is passionate about mission-driven work and is excited about empowering individuals with disabilities and our participants to be at the center of the change we’re trying to cultivate through music and the arts.

Specific Job Responsibilities

- Will work with our partners at Berklee Institute for Arts Education and Special Needs to design and implement program offerings that are inclusive, for musicians of all-abilities, universally designed and providing the most productive learning environment and programmatic offerings for each ability, age, and interest:
 - Private and small group lessons
 - Small and large group instruction
 - Therapeutic services
 - Ensembles
 - Instrumental instruction
 - Opportunities for community performances and engagement
 - SWFLMEC year-round music programs, private practices, creative arts workshops, music ensembles, visits to schools, and curated events in the community.
- In partnership with the Board of Directors, the Vice President, and the participants SWFLMEC serves, facilitate and maximize the provision of community arts resources to SWFLMEC, establishing new partnerships with artists and arts organizations, locally and nationally.
- Lead the SWFLMEC Music Education Team of diverse individuals with various abilities and learning styles in building strong working relationships with music and creative arts organizations and educational establishments:
 - Understanding the major goals, challenges and opportunities in Southwest Florida, both with respect to adapted arts programs for individuals with disabilities and state waiver programs.
 - Nurturing school and community environments that celebrate diversity, creativity and artistic achievement, including performances and exhibitions by individuals with disabilities, and arts enhanced physical spaces and displays.
- Work with the Board of Directors and the Vice President to recruit, interview, select, hire and employ an appropriate number of Music Education Team members.
- Work with the Vice President to help guide and facilitate a communications strategy using media and communications, as it pertains to music education, including ensuring consistent tone, look and feel across all organizational communications channels.
- In partnership with the Vice President, oversee administrative and development aspects of the Music Education program including, but not limited to:
 - Identifying capital needs that will be necessary for program growth—i.e., designated rehearsal and performance space; classroom space; etc.
 - Employee development and management, onboarding and termination, adherence to and occasional updates to the employee handbook, payroll submittals and time off requests.

- Developing and executing contracts, overseeing contract management and adherence to budget.
- Developing and supervising arts program implementation and dissemination of grants.
- All aspects of department budget development, forecasting, projecting, revision and reporting.
- Managing end of fiscal year closeout and reporting.
- Preparing of budgets, reports and other materials for the Board of Directors.
- Oversee all departmental elements of compliance with and accountability to the Office of Developmental Disabilities and SWFLMEC including, but not limited to:
 - Complying with all reporting and data requirements.
 - Researching and securing additional waiver approvals for arts programs.

Additional Duties and Requirements

- Communicate to staff, parents, funders, outside providers any relevant changes an individual may have regarding behavior, response to intervention, or status.
- Lead staff orientations and trainings as needed.
- Attend educational conferences to further knowledge.
- Serve as department coordinator of the Positive Behavioral Supports initiative and serve on the Leadership Team.
- Research topics or areas as related to position and supporting individuals and staff.
- Attend admissions events and other special events, as needed.
- Attend mandatory SWFLMEC trainings as they occur
- Other duties as determined by Vice President.

Overall SWFLMEC Staff Behavioral Expectations:

- Demonstrates the ability to respond with a high degree of urgency to the needs and requests of others, internally and externally. Understands the impact of their work on others.
- Understands safety policies and actively promotes safe practices in the workplace.
- Maintains constructive relationships and demonstrates respect for others.
- Deals constructively with conflict and focus on the situation, issue or behavior and not on the person by diffusing situations before conflicts arise, resolving conflicts directly and actively promoting and gaining cooperation from others.
- Accurately provides information in oral and written communications. Communicates ideas, opinions or information in an articulate, professional way. Actively listens to others and demonstrates understanding of other points of view.
- Shows willingness and ability to adjust to changing conditions or priorities.
- Advocates for persons with disabilities.

- Supports and carries out the philosophy, goals, objectives and mission of the organization.
- Maintains confidentiality.
- Work a flexible schedule, including evenings and weekends, as needed.
- Communicate effectively, both orally and in writing.
- Work in cooperation with staff and the public.
- Identify hazards, implement solutions and maintain a safe and orderly environment for program participants.

Minimum Qualifications

- Bachelor's degree from an accredited institution in a relevant field of study
- Graduate (Masters) degree or equivalent experience preferred in creative arts therapies, arts education, music performance or related field
- Work with minimal supervision
- Assume other responsibilities as requested

Physical Requirement of the Position

- Ability to sit for extended periods of time
- Ability to stand for extended periods of time

Required Knowledge, Skills & Abilities

- Enhancing social skills and self-perception (verbal, nonverbal) through musical modalities such as instrument playing, vocal work and creative design of the program performances
- Assessing the interests and needs of people with disabilities and adapting activities and equipment
- Music and musical training: musicianship, music pedagogy, creativity and skill/experience in facilitating both group and individual music making experiences
- The nature and etiology of physical, developmental, cognitive and/or emotional disabilities and their potential impact upon an individual's ability to engage in recreational activities
- The principles of therapeutic recreation including philosophy of community recreation and inclusion
- Valid driver's license and insured vehicle

Please send cover letter and resume via email to Jennifer Clark at JenC@SWFLmusic.org.