

Director of Program Administration, Planning and Communications –

Neighborhood Music School, one of the country's largest community non-profit arts schools, seeks a highly organized, strategic, productive and creative professional to lead its communications and planning activities. In this senior level position the successful candidate will:

- Use organizational management skills to optimize workflow, productivity and program administration
- Develop and implement a comprehensive communications plan, encompassing internal and external marketing, program and customer communications including Web
- Use market research to analyze trends and recommend programmatic changes as appropriate
- Develop advisory committees and conduct focus groups designed to inform strategic decisions
- Assist the Executive Director with strategic plan monitoring, planning for upcoming Centennial Celebration and other areas
- Lead a small team and serve as an integral part of the school's senior management, reporting directly to the Executive Director

Qualifications: College degree (Master's preferred); exceptional writing, communications and interpersonal skills; Background in organizational management preferred; ability to multi-task and work effectively and fluidly with program and administrative staff, faculty, board members and volunteers, students and families. Send resume and cover letter to: Lawrence Zukof, Executive Director, Neighborhood Music School, 100 Audubon Street, New Haven, CT 06510 or to info@nmsmusicschool.org.