

BALTIMORE SCHOOL
for the ARTS

Program Manager—Baltimore School for the Arts Music Department

The successful candidate will have excellent computer skills, good time management skills and work well with a wide variety of people. An ability to manage simultaneous, multiple projects is necessary. The Program Manager is responsible for purchasing, record-keeping, scheduling and many other daily operational duties. This person assists the Music Department Head in organizing the instructional and performance programs in the school. The Program Manager will also assist in performance production.

The Baltimore School for the Arts, located in the historic Mt. Vernon district of Baltimore, offers pre-professional training in vocal and instrumental music, dance, theatre and the visual arts in combination with a rigorous college-preparatory academic program to 380 students in grades nine through twelve. Students are selected through competitive auditions in the arts (our acceptance ratio is 1:12) and study with a faculty of professional artists who live and work in the Baltimore/Washington, D.C. area. The School for the Arts is one of a small number of public arts high schools in the United States and the only institution of its kind in Maryland. 98% of the School's graduates are accepted into the nation's leading colleges, conservatories and universities.

This is a part-time contractual position (30 hours per week) with a competitive pay rate. This position is ideal for a musician who values some flexibility in the work schedule. Interviews for this position will commence in June. The position will begin on August 2016.

Please send a letter of interest and resume to:

Program Manager Search
Music Department
Baltimore School for the Arts
712 Cathedral St.
Baltimore, MD 21201