

**Community Music and Dance Academy Leadership
 Conservatory Dean (Witte)**

Academy Director (Gibson)



**Program Assistant (Shapiro) and
 (Koch) and Conservatory in the**

**Summer/Festivals Coordinator
 Schools Coordinator (Hart)**



Academy's 5 areas of responsibility:

General office duties (Shapiro)	Music/Dance Instruction (Preparatory) (Shapiro)	Festivals & Summer Programs (Koch)	Community Outreach (Gibson)	Conservatory Continuing Education (Koch)
Personnel: 1 – 2 --Program Assistant --Work study student(s)	Personnel: 32 --Academy Faculty Chair --Choral Directors --Early Childhood --Dance --Academy faculty (noncredit on-campus and noncredit off-campus)	Personnel: 76 --Conservatory Faculty Liaisons and Clinicians --Coordinator of Festivals and Summer Programs --Festival and Summer Program Clinicians --Festival & Summer Program interns	Personnel: 20 --Musical Bridges Coordinator --CITS Coordinator --Musical Bridges faculty --CITS Fellows --EITS	Personnel: No additional personnel.
--maintain Outlook Room Scheduling Calendar --maintain ActiveNet registrations and payments --maintain CMDA websites and social media --Bi-weekly and Monthly payroll --phone and email requests including music-ce@umkc.edu account	Programs in this division: --Private lessons --Music classes --Dance classes --Choral singing --Kindermusik	Programs in this division: --Midwest Honor Band --UMKC Jazz Camp --Wind Band Teaching Symposium --Summer Composition Workshop -- Summer Conservatory for Singers -- Choral Cond. Symposium --Glenda Brown	Programs in this division: --Conservatory in the Schools (Musical Bridges, CITS, Ensembles in the Schools) -- ArtSounds --Conservatory Connections --Community partnerships	Programs in this division: --For-credit Conservatory classes offered to non-Conservatory students

		Choreography Project		
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Academy Director (full-time/faculty):

Organize and expand community awareness through creating community connections with the Conservatory, marketing, budgeting and providing provisions for the KC community to connect with the Conservatory; Hire, supervise, teach and communicate regularly with Academy and Conservatory faculty; Determine financial aid eligibility for over \$30,000 worth of Academy subsidies for lessons/experiences; Work with faculty to determine curricular activities for private lessons and classes offered through the Academy (both on and off-site, i.e. Conservatory in the Schools, Musical Bridges, Ensembles in the Schools and CITS); Manage enrollment and budget for Academy classes, lessons, summer programs, community outreach and CE (\$650,000 gross); Supervise and/or staff applied faculty, classes (and general class curriculum), chamber music, Academy Choral groups, Kids Club (artistically direct), Composition Workshop (artistically direct), Summer Conservatory and Academy Programs; Publicize UMKC Jazz Festival and Midwest Honor Band; Coordinate or lend assistance to community programming, Nelson Partnership (Conservatory Connections), ArtSounds; Manage & project budgets with summer faculty directors, oversee Academy Summer Coordinator; Oversee Academy program assistant to manage Academy website, lesson and enrollment records, Oversee the development of marketing materials related to Academy and summer programming; Budget and Process CE registration for community class enrollment including J.W. Pepper Wingert-Jones and American Music Reading Sessions, Wind Band Teaching Symposium, all Conservatory CE enrollment.

Direct all Conservatory Summer Programs and Festivals, CE and Prep Department including hires, class curriculum, and Academy outreach/engagement.

Primary Responsibilities:

- Annual faculty and staff review and hiring
- Build vision and maintain communication with constituent groups and help to implement Dean’s vision of the Conservatory to become more fused with the Academy
- Maintain regular communication channels with Conservatory faculty (summer programs and grad students), Academy faculty, Conservatory staff`
- Build curriculum (Prep, summer, CE, community outreach and connections)

Academy Program Assistant (full-time):

The Academy Program Assistant’s primary responsibility is to assist the Director in the daily routine of the Community Music and Dance Academy. The position requires mediation in customer satisfaction issues while working with teachers and Academy policies to ensure consistent communication and ensure a favorable work environment. Duties include: respond to phone, email and in-person inquiries from community about Academy programs (i.e. private lessons, Children’s Chorus, Kids Club, ensembles, seminars, workshops, summer programs) and general Conservatory/musician inquiries; advise new referrals and coordinate with appropriate instructor; billing and data entry for ActiveNet software for Academy programs; process bi-weekly and monthly payroll for instructors and managing enrollment and recruitment data. Additionally, this position requires processing all accounts receivable by documenting and preparing for deposit all incoming tuition and program fees, registering students and Schedule Auditions for various programs, generate customer satisfaction reports, assist in all mailings and advertising, room scheduling through Trumba, creating recital programs and event

planning (presence is required during evening and weekend recitals). Additionally, the job entails oversight of work study student workers, time sheets, scheduling as well as scheduling audition times for Choral groups and annual scholarship auditions.

Coordinator of Festivals and Summer Programs (Full-time):

The Coordinator of Festivals and Summer Programs will work with festival participants and various departments across campus to help the Conservatory's summer programs run smoothly. Act as Conservatory liaison with various departments including UMKC Residential Life, UMKC Dining Services, UMKC Parking Operations, UMKC Information Services, and others to make arrangements for program participants' stay on campus. Update established database of current and former program participants. Communicate with program participants and prospective participants; assist them with registration and payment; answer questions and provide customer service. Work with Conservatory faculty/staff and Academy Director to prepare and distribute publicity materials, both in print and online and tabulate budgets. Provide reports on all programs to Academy Director as needed. Assist with logistics and administration as needed during the festivals and summer programs. Oversee summer program interns.

Musical Bridges/Conservatory in the Schools Coordinator (academic year/semester contract):

The Musical Bridges Coordinator is the main contact person for all others involved with the MB program, including MB instructors, Academy Director, Academy staff, MB classroom music educators, MB students and parents, partnering institutions including the Youth Symphony of Kansas City, and prospective MB students and parents. Primary duties include: collection and organization of information and paperwork including progress reports, student contracts, recital information, instrument contracts, and instrument nomination forms/permission slips.

Other duties include: organization of several annual concerts: 1 recital per semester at each MB school, as well as 1 recital at UMKC in the spring. Check in monthly with classroom music educators; maintain contact with all MB instructors and ensure that all program-owned instruments are properly maintained and taken care of. Communicate problems with Academy Director. Maintain office hours in Academy Office for at least 4 hours weekly. Chair regular faculty meetings for all MB instructors. Coordinate payroll with Academy Program Assistant.

Other Job Descriptions:

CITS Coordinator (CITS scholarship)

The CITS Coordinator is the main contact person for all others involved with the CITS program, including CITS fellows, Academy Director, Academy staff, CITS partnering classroom music educators, CITS students, and prospective partnering schools. Primary duties include: Organization of the CITS semester schedule. Work with Academy staff to ensure that the CITS web site is up to date and includes all pertinent information. Collect progress reports from CITS fellows. Stay in contact with partnering schools. Report all problems to Academy Director. Oversee and organize annual CITS competition. Prepare semester reports for submission to Academy Director. Prepare 1 article per semester for the Academy newsletter.

The Academy Program Assistant will follow up with the CITS Coordinator to ensure that tasks are being performed. Problems will be reported to the Academy Director by the Academy Program Assistant.

Faculty Chair (volunteer; 1-year commitment)

The primary duties of the Faculty Chair are: Attend and lead Academy faculty meetings which occur once a month (September through May). Dates for these are coordinated with the Academy Program Assistant, but are frequently the third Friday of the month at 12:00 noon in the Annex office. In preparation for the meetings, each month the chair should send a single e-mail to the entire Academy faculty reminding them of the upcoming meeting (this comprehensive address is provided by the Assistant Director). The faculty chair organizes the Agenda for each meeting. Items to be included in this Agenda are e-mailed to the faculty chair (by the Director or Assistant Director or faculty members etc.) in advance of the meeting. These are then included in a written Agenda for the coming meeting. (a Director's Report and also a place for any last-minute "other business" items should be included as part of each Agenda.) At the meetings themselves, in addition to leading the meeting, the faculty chair takes notes and later formalizes these into the Minutes. The Agenda and the Minutes are then e-mailed to the assistant director by one week prior to the next faculty meeting. Academy staff posts these on Blackboard where they may be accessed by faculty members. Finally, the faculty chair is also required to attend (or at least provide a substitute) the two Academy Honors Recitals, helping to oversee and ensure high quality programs.

Choral Artistic Director (semester or academic year contract)

The primary duties of all choral artistic directors (for KCCC and/or other choral programs) are: Schedule and conduct rehearsals during fall and spring semesters. Schedule and conduct at least two performances per semester. Schedule and conduct at least five annual auditions. Assist Academy office in advertising auditions and concerts as well as the program's web presence. Recruit for the program to meet or exceed minimum enrollment as determined by the Academy Director. Maintain contacts with local music educators and other community resources. Update the program rules and guidelines as necessary. Maintain contact with program students, parents, and Academy office. Manage a paid and unpaid staff consisting of interns (UMKC Conservatory vocal or music education students) and an accompanist (contracted for a specified number of hours per semester. Manage the program's music library and supplies; order new music and supplies annually while staying within the budget determined by the Academy Director.

Choral Accompanist (semester or academic year contract)

Accompany choral rehearsals and performances according to the schedule developed by the choral director. Check UMKC voice mail, email and/or Blackboard at least twice a week and respond to any requests for information from the office. Communicate with Academy office regarding condition of equipment and/or other concerns. Make a good-faith effort to participate in Academy faculty meetings. Provide annual self-evaluation (spring) to Academy director and annually updated biography to Academy staff.

Instructor (Preparatory) (hourly, bi-weekly or monthly)

Teach 9 weeks each summer session and 16/18 weeks per semester, unless pre-approved by director or contracted by semester. One session notice of departure required. Maintain contact with students on a regular basis, communicating with them regarding cancelled or rescheduled lessons. Respond promptly to the office with information about new students or rejection of referrals. Check UMKC voice mail, email or/and Blackboard least twice a week and respond to any requests for information from the

office. Submit lesson records and online timesheets prior to the bi-weekly or monthly deadline, weekly preferable. Encourage students to pay on time. Communicate with Academy office regarding needs of the studio and condition of equipment, including room scheduling. Attend and participate in Academy recitals and make a good faith effort to participate in monthly faculty meetings. Refrain from taking referrals from the Academy office except as an Academy student.

Clearly explain studio and Academy policies to students, as well as session dates and breaks. Schedule studio recitals with office and provide office with program information at least two weeks in advance. Communicate student accomplishments to office for web site and Facebook updates. Provide annual self-evaluation (spring) to director and bio updates to office.

Build studios through recruitment in a good-faith effort to maintain and promote the Academy and Conservatory.

Instructor (Musical Bridges) (hourly, biweekly or monthly)

All of the above under Instructor (Preparatory), PLUS:

Submit weekly progress reports and end-of-semester reports to MB Coordinator. Prepare MB students for required performances including submitting program information to the office and music to the accompanist in a timely manner.

If a MB instrument is in use, regularly check its condition and report any problems to MB Coordinator. Report any behavioral problems to MB Coordinator and/or classroom music educator; if necessary, involve MB Social Work Intern. Stay in communication with MB Coordinator, classroom music educator, Academy Director, student, and parent about progress.

CITS Fellow (CITS scholarship)

Teach once or twice weekly in schools as scheduled by CITS Coordinator. Work with partnering classroom music educator to develop appropriate curriculum. Submit weekly progress reports and end-of-semester reports to CITS Coordinator. Prepare CITS students for the annual CITS Student Composition Competition as appropriate. Stay in communication with CITS Coordinator, classroom music educator, and Academy Director. Check UMKC voice mail, email or/and Blackboard least twice a week and respond to any requests for information from the office. Provide annual self-evaluation (spring) to director and bio updates to office.

Work Study (semester or academic year federal work study award)

The Work Study's primary responsibility as building monitor is to make sure that classroom space is accessible to those who need it and that the proper authorities are contacted in case of an emergency. Academy staff will also assign projects including computer work, copying, filing, or other tasks. The employee will be trained and given guidance on all unfamiliar tasks. Tasks may include: replacing music stands to correct location; closing windows in classrooms and hallways; check for maintenance issues, lock office and classroom doors, etc.

The campus police will lock the building.

Piano GTA (GTA contract)

All of the above under Instructor (Preparatory), PLUS:

Accompany Musical Bridges recitals as assigned by Academy director (4 hours total time spent per recital)