

INTERIM ASSISTANT DIRECTOR JOB DESCRIPTION

The Assistant Director works closely with the Executive Director to coordinate daily operations, ensure compliance with regulations, manage staffing, monitor objectives, and provide comprehensive reports. Strong leadership, communication, and problem-solving skills are essential for this position.

The Assistant Director is responsible for providing operational, administrative, and strategic support to the Executive Director (E.D.). The Assistant Director collaborates with the E.D. to oversee the daily operations of the Oakland Public Conservatory of Music, ensuring that it cultivates a sense of belonging by providing engaging, supportive, successful learning, teaching, performing, and listening experiences for students, faculty, families, and community members.

Responsibilities in Collaboration with the Executive Director

- Assist the E.D. in developing and implementing short- and long-term plans, budgets, and goals for the Oakland Public Conservatory of Music.
- Monitor institutional performance and take corrective actions to ensure the institution operates efficiently and effectively.
- Develop relationships with stakeholders, such as students, parents, funders, donors, school partners, and community organizations.
- Undertake staffing responsibilities (hiring, training, evaluating, etc.)
- Promote educational policies and programs that enhance and promote high quality and student success.
- Assist in developing and implementing policies and procedures that ensure compliance with state and federal regulations.
- Ensure the facility is maintained at the highest level required to operate all programs and events.
- Collaborate with E.D. on grant-writing and development
- Assist with developing budgets for Programs

Direct Responsibilities

- Oversee the day-to-day operations.
- Manage current systems & procedures & make recommendations for improvements.
- Onboard and supervise staff
- Ensure compliance with regulations and internal policies
- Monitor and manage Program expenses
- Manage Enrollment and student database
- Oversee communications with students, parents, and faculty
- Create and oversee the Program Evaluation Process and Implementation

- Manage grants and fulfill all reporting requirements
- Prepare reports for monthly Board of Directors meetings
- Support concerts and special events in collaboration with assigned staff and volunteers, including student concerts, master classes, one-time workshops, and Live! at OPC Jazz Series
- Represent OPC at community events and partner meetings as needed
- Schedule and lead monthly staff meetings
- Oversee the strategy and execution of all communications
- Attend public relations and funder meetings as needed
- Oversee and approve employee compensation and contractor/vendor invoices
- Fulfill other duties as assigned by the E.D.

Minimum Qualifications

- Bachelor's Degree in Business or Arts Administration or equivalent professional experience in lieu of education
- 5 + years of experience in non-profit arts management
- Knowledge of Oakland's arts education ecosystem
- Must have experience working with underserved and diverse populations
- Ability to hold the vision, mission, and future goals of the organization while simultaneously understanding the details and components needed to fulfill these areas
- Excellent interpersonal, project management, and leadership skills
- Excellent verbal and written communication skills
- Experience with creating reports and budgets
- Proficiency in using email, office suite software, uploading to the cloud & using apps

Desired Qualifications

- Extensive experience in community-based arts administration
- Proficiency with Google Workspace and project management apps, such as Asana
- Bilingual in English & Spanish

Schedule: Full time, exempt

Pay: \$81,000-85,000 per year depending on experience

Benefits: Health insurance, dental insurance, vision insurance & 2 weeks paid vacation

Work location: 3445 San Pablo Ave., Oakland, CA 94608 & other locations as needed

Interim contract timeframe: 1 year

To apply, send a resume and cover letter to jobs@opcmusic.org.