

Texas Winds Musical Outreach



Position: Program Manager

Location: Dallas, Texas

Department: Programs

Reports To: Executive Director

Position Type: Full-Time, exempt from overtime

About Us:

Texas Winds Musical Outreach is committed to bringing live music out of the concert hall and bring it directly to people who have little opportunity to experience it: senior citizens, hospital patients, veterans, and preschool children. Through our programs, we strive to improve lives, making a lasting impact in the communities we serve. Texas Winds turns dining halls, hospital rooms, homeless shelters and schools into concert halls. We bring the beauty and joy of music to those who need it most.

Job Description:

Texas Winds Musical Outreach is seeking an enthusiastic, driven self-starter who is passionate about enriching the lives of seniors and children in our community. The ideal candidate is a detail oriented, multi-tasker with a collaborative and innovative work style, and a passion for making a difference. The position will be in-person at our office in Dallas, Texas with the possibility of becoming hybrid at the discretion of the Executive Director.

Duties and Responsibilities:

- Schedule all concert programming (approximately 1,700-2,000 concerts per year).
- Plan and maintain the organization's scheduling database and performance calendar. Track concerts, musician information and invoices in database.
- Attend concerts periodically to ensure program quality.
- Manage all musician contractors and onboard new musicians.
- Cultivate effective partnerships and relationships with musicians, community partners, facilities and organizations.
- Expand Texas Winds's visibility and further develop community presence.
- Assist Executive Director in creating and managing the annual program budget.
- Attend regular staff meetings, bi-monthly board meetings and events.
- Assist with the preparation and presentation of reports on the progress and impact of Texas Winds programming.
- Support program evaluations by creating metric tools like polls, surveys, etc., and assessing data to inform program implementation.
- Special projects and responsibilities as assigned.

Desired Competencies:

- Associate degree or equivalent work experience.
- Must have legal status to work in the United States.
- Proficiency with Microsoft Office, especially Microsoft Word and Excel, with the ability to learn database management software.
- Proficiency with numbers, budgets, and financial information and the ability to create reports and spreadsheets using information from the database.

Texas Winds Musical Outreach



- Extraordinary interpersonal skills necessary to work closely with board members, staff, donors, vendors, and contractors.
- Ability to communicate effectively and professionally both verbally and in writing.
- Excellent organizational skills and ability to manage an internal database with concerts, facilities, budgets and invoices.
- Ability to organize multiple tasks concurrently and be detail oriented.
- Proactive work approach - anticipates needs and a willingness to ask for help.
- Flexible and resourceful in both identifying and solving problems.
- Deep commitment to the organization's mission and values, with a passion for making a difference in the community.
- Ability to work with geriatric populations.
- Reliable transportation to visit facilities and attend concerts.
- Preferred: minimum of 2 years' experience in a support staff role. Nonprofit or arts experience a plus.

How to Apply:

Interested candidates are invited to submit a cover letter, resume, and contact information for two to three professional references to Meghan Gomen, Executive Director, at Meghan@texaswinds.org by April 30th, 2024. Texas Winds Musical Outreach is an equal opportunity employer and welcomes diverse applicants from all backgrounds.

Benefits and Compensation:

Salary range is from \$45,000 to \$50,000 per year, commensurate with experience. Benefits include 10 days paid time off in addition to company holidays.