

Job Description: Director of Music Education and Community Outreach (full time, 40 hours weekly)

About Moore Music Company:

Moore Music Company has been serving musicians in downtown Greensboro, North Carolina, since it was founded by Lewis L. Moore in 1939. The current owners, Al and Patti Stephens, are committed to providing excellent customer service while building music education in our schools and in the community. Moore Music Company is here to meet your musical needs, offering instrument sales and rentals, a full-service repair shop, music lessons, sheet music, and instrument accessories.

Compensation and Benefits:

Salary is \$31500 annually + commission. Benefits include paid time off (80 hours annually), paid holidays, employee discount.

Work Schedule:

40 hours weekly to be scheduled during Moore Music Store hours (Mon-Fri 10-7, Sat 10-4). Occasional evenings and weekends are expected for special events. This role is expected to be primarily in-person, with the option for occasional remote work.

Primary Duties / Brief Description of Work:

Primary responsibilities of the Director of Music Education and Community Outreach include overseeing a private lesson program of around 30 instructors and over 300 students, as well as collaborating with community partners to facilitate creative programming both inside and outside the store. The Director will be responsible for managing our multi-use event space, Studio 615. Programming in Studio 615 includes our monthly ukulele circles, group classes, special workshops, student performances, and event rentals by outside organizations. Creative programming outside our facilities includes our summer music camp offerings. The individual in this role is expected to maintain the private lesson program and creative programming currently offered by Moore Music Company, as well as lead efforts to enhance and expand these initiatives. Other responsibilities include creating marketing materials, assisting on the retail sales floor, maintaining a clean retail environment, and keeping detailed records.

Qualifications:

Minimum qualifications:

Bachelor's degree with 2-3 years of experience in a retail, administrative, or arts education setting.

Preferred qualifications:

Knowledge of band and orchestra instruments.

Experience in a music education environment as a teacher or facilitator (private lessons, classroom teaching, summer camps, or workshops).

Strong customer service and leadership abilities.

Special consideration to bilingual candidates (Spanish and English).