



The Dedham School of Music is looking for a part-time Executive Director (ED) responsible for overseeing day-to-day operations and community engagement.

The primary responsibilities include:

- **Community relations:** Keep the school engaged with the community and establish partnerships. Manage annual gala or similar fundraising event.
- **Promotion:** Create and execute plans to increase enrollment
- **Programming:** Implement programming to meet needs of the community consistent with our purpose.
- **Operations:** Manage fundraising events, communications, track instruments, financial aid process, etc.
- **Compliance:** Work with bookkeeper and board to ensure we comply with tax and other regulations

Expected hours: 15-17/week flexible and will vary

Compensation: \$24,000-\$28,000

Key relationships: The position is supported by a hands-on board and:

- Part-time Faculty Liaison who works with faculty day-to-day, manages recitals, and other roles
- Part-time Administrative Assistant who handles logistics of enrollment, customer inquiries, some reporting, and general support.
- Contract bookkeeper responsible for payroll, reporting and compliance

Send inquiries to:

Mike Emery
Board Chair
Mikeemery1225@gmail.com
617-860-7619