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2021 Summer at Parker Jazz Workshop Director

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

This is an immediate opening for the 2021 school year (February-July) leading the Summer Jazz Workshop Summer at Parker program. The Jazz Workshop Director position requires flexible hours for program creation, oversight, fundraising, and course promotion and registration. In addition, the applicant will be responsible and lead the Summer Jazz Workshop courses from Monday, July 12, 2021 through Saturday, July 17, 2020 and again from Monday, July 26, 2021 through Saturday, July 31, 2021. The Jazz Workshop Director reports to the Summer at Parker Director to ensure the program is aligned with Parker's mission and values.

Essential Duties/Responsibilities:

- The position will require promotional and student recruitment activities. Given the current pandemic situation, this will be handled in large part online and will include promotion to area music teachers, school music programs, management of social media promotion, media and press relations, and other online outreach as it arises. During future years without health restrictions, this will include travel to area schools and music programs to speak to the students about the Summer Jazz Workshop as well as promotion at area jazz festivals and concerts.
- The Director will be the primary point of contact for student registration and communication with parents/guardians. The Jazz Workshop Director will also manage the scholarship program, including receipt and review of scholarship applications and the administration of scholarships to candidates that meet the requirements.
- During the weeks of the Summer Jazz Workshop, the Director will lead and guide the team for general set up, class inquiries, parent inquiries, equipment needs, preparation of materials, and other needs as they arise.
- The Director will manage relationships with sponsors and donors such as Jazz 88.3 and scholarship donors.

www.francisparker.org

Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110



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- This position is responsible for the growth and success of the program including budget, faculty/staff, and curriculum oversight.
- This position will also require organization of and support at the final concerts at the culmination of each week, whether virtual or in person.

Qualifications:

- High school graduate or equivalent; one year of college or more preferred.
- A background in jazz education and performance is preferred.
- At least one year in a leadership role.
- Ability to lead and participate in all activities; no “sitting on the sidelines; a willingness to be a strong team player
- Ability to communicate effectively and demonstrate leadership qualities
- Current CPR and First Aid Certification required

Salary and Benefits:

This is an **Exempt Seasonal** position, paying a stipend based on experience. This position is not eligible for benefits.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

The following person has been designated to handle inquiries regarding the School’s non-discrimination policies, including its Title IX policy:

Name: Katharine Wardle

Title: Assistant Head of School for Finance and Operations

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

Email Address: kwardle@francisparker.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

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Application Process:

A cover letter, resume, and completed application should be submitted electronically to:

Erika Assadi,
Director of Summer and Extended Day Programs

summerext@francisparker.org

<https://www.francisparker.org/about-us-/employment>

Please indicate the position you are applying for in the subject line

www.francisparker.org

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