



Job Description: Centre Director, Sistema Toronto – Lambton Park

- Lambton Park Community School – 50 Bernice Cres.

Schedule:

- Part-time
- Monday to Friday with occasional weekends and evenings
- 21 hours/week September – June Centre administration (9 hours) and program supervision (12 hours)
 - Program supervision Monday, Tuesday, Thursday, Friday from 3-6pm
 - Weekly meetings - Friday 12-2pm
 - Additional preferred availability: Monday, Tuesday, Thursday: 11am-1pm
- 100 hours administrative work from mid-June to August

Term: September 2024-June 2025

Rate: \$34,850 per annum

Organization Description: Sistema Toronto is a free after-school music and social development program for children living in underserved communities with the end goal of transformative social action. Our students learn together for 10 hours each week playing in orchestras, singing in choirs, and beating drums in percussion ensembles. We build stronger communities by enabling children from underserved neighbourhoods to grow and thrive as engaged citizens and future leaders. Please see our website for further information about our organization: www.sistema-toronto.ca

Position Description:

Reporting to Sistema Toronto's Chief Operating Officer, the Centre Director - Lambton Park will oversee on-the-ground operations at Sistema Toronto's Lambton Park centre. The Centre Director is the direct supervisor for Sistema Toronto teaching artists at their centre and is responsible for managing and coordinating the teaching team; maintaining effective communication between teaching artists; communicating with parents; supporting teachers in their teaching; managing schedules; managing instruments and equipment; maintaining student discipline; and liaising and maintaining strong professional connections with the students, families, principals, and school teachers. The Centre Director's work is divided between centre administration and onsite management of the program, and will be asked to commit to specific meeting times outside of program times. The Centre Director must be an experienced teacher, at times leading classes, observing and evaluating teacher performance, and providing mentorship and guidance to less experienced teaching artists. Sistema Toronto Centre Directors work closely with students, teaching artists, school administration, and families to develop students' musical abilities as well as build life skills like empathy, hard work, trust, and kindness.



Requirements:

This position is suited for an enthusiastic, highly motivated, organized, naturally communicative leader with experience working with young people and leading a team. We are looking for a candidate with teaching experience who is comfortable leading, supervising, and occasionally evaluating a team of teaching artists. The ideal candidate will be an expert problem solver with refined written and verbal communication skills who is comfortable building community. The ability to work cooperatively and flexibly with a busy teaching team are essential assets. The successful candidate will be comfortable communicating with parents and other key stakeholders, addressing and managing student behaviour, establishing and building healthy relationships with young students, and able to motivate students and teaching artists in their work. Preferred skills and experience include:

- Music degree, Education degree, or equivalent experience
- 4+ years teaching experience
- 2+ years supervisory, management, or leadership experience
- Expert problem solver with demonstrated good judgment when working with young people
- Attention to detail and accuracy
- Strong communication, administrative, time management, and leadership skills
- Current 1st aid and CPR training
- flexibility and ability to work with and arts organization's changing schedule
- Basic facility on the violin, viola, and/or cello would be an asset
- Values consistent with those of Sistema Toronto

How to Apply

Please send your resume, and a brief cover letter to info@sistema-toronto.ca. Subject should include your name and "Centre Director"

Deadline: Review of application will begin April 26, 2024. Ongoing search.

Successful candidates will be asked to provide a current Vulnerable Sector Screening.

Sistema Toronto is committed to building a culturally diverse teaching team and strongly encourages applications from minorities, women, individuals with disabilities, and members of the 2SLGBTQIA+ community.