Title: Distance Learning Administrative Associate  
Department: Distance Learning and Recording Arts  
Reports To: Dean of Distance Learning and Recording Arts  
Supervises: Student workers  
Internal Contacts: Distance Learning and Recording Arts staff; MSM staff & departments; faculty & students; teaching artists, visiting and guest artists  
External Contacts: Distance Learning organizations; K-12 schools, colleges, universities, and conservatories; recording and videoconferencing vendors; press; teaching artists, freelance workers; & general public  
Application Due: When Filled  
Start Date: August 26 – September 14

Domains:

Program Coordination

- Coordinate scheduling, logistics and production needs of daily videoconference distance learning programs with national and international K-12 schools, higher education institutions and/or community centers  
- Liaise with K-12 partner teachers and MSM teaching artists on program content, delivery and distribution of related educational materials  
- Contact teaching artists and/or guest artists /management to coordinate their engagement or presentation of distance learning events  
- Provide multimedia support during events in distance learning studio, as needed (e.g., operate videoconference system, light video mixing, IM, monitoring video recording)

Program Administration

- Prepare & maintain publicity materials (e.g. press kits, posters, e-mail campaigns and other web promotion)  
- Administer digital video archive, update information on DL website and external websites, Facebook/Twitter/Instagram presence  
- Select video footage; compile and edit promotional video clips  
- Organize weekly duties for work-study workers  
- Coordinate with MSM interdepartmental staff, as needed

Program Development

- Present short demo sessions and program introductions to partner institutions, as needed; attend national conferences to promote program, as requested
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- Collect and maintain program data (e.g. grants, assessments)
- Implement and integrate evaluative tools to improve DL programs
- Support teaching artists in creation of new curriculum and adherence to state and national learning standards, and interdisciplinary needs
- Foster training of new K-12 teaching artists from pool of current MSM students, alumni, and faculty members
- Research topics in distance learning, as assigned (e.g., policy; accreditation curriculum standards; intellectual property rights, faculty compensation, potential partnerships, resources and new technologies)

Other Program/Administrative Duties

- Provide administrative support for Dean of Distance Learning and Recording Arts, as assigned (includes accounts payable and receivable, timesheets, reimbursements, tracking expenditures and payroll forms)
- Schedule and attend meetings; provide minutes, as requested
- Prepare weekly written update on duties and tasks

Job Requirements:

Work Qualifications

- B.A./B.M. or equivalent and 2-3 years’ work experience
- Arts in Education background with related program planning experience
- Knowledge of classical and jazz music and score-reading ability
- Solid writing and verbal skills
- MS Office and database experience (E.g., Access, Raiser’s Edge, EMS, etc.)
- Website content management experience (E.g., Drupal, Joomla!, Word Press, etc.); XHTML editing; knowledge of graphic design (E.g., Photoshop, GIMP, Corel Draw); familiarity with video editing software (E.g. iMovie, Final Cut Express, Adobe Premiere)
- Must be willing to work early mornings, nights, and/or weekend, as assigned
- Must be willing to carry equipment up to 25 lbs
- Distance Learning/videoconferencing training, (synchronous and asynchronous) certification or experience a plus

Work Style Qualifications

- Reliable, responsible and punctual
- Strong interpersonal communication skills and desire to work collaboratively
- Highly organized and very attentive to detail
- Ability to multitask; prioritize projects and tasks; adaptable to shifting needs
- Must be flexible and work well under pressure while maintaining focus, patience, and positive attitude
- Interest in technology and/or willingness to learn new things
Contact Information:
Send letter of application and résumé, including three references, a writing sample and salary expectations to:
Ms. Christianne Orto, Dean of Distance Learning and Recording Arts, Manhattan School of Music, corto@msmny.edu

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