

Position Description:
Director of Education



Overview

Organization: JazzArts Charlotte

Location: VAPA 700 North Tryon Street,
Charlotte, NC 28202

Founded: 2009

Reports To: President and CEO

About JazzArts Charlotte

JazzArts Charlotte, formally Jazz Arts Initiative, is a Charlotte-based nonprofit arts organization committed to connecting community and developing an audience for jazz through quality education, performance and musician support. Established in 2009 by co-founders Lonnie and Ocie Davis, JazzArts strives to serve as a catalyst for cultural enrichment and music education that brings creative inspiration to the lives of people in the Charlotte region.

Education is one of the primary pillars of JazzArts Charlotte's mission. We believe in the power of music education and its ability to impact lives. The JazzArts Academy offers a wide range of programs facilitated by our expert clinicians and teaching artists, designed to engage students of all ages, abilities, and interests. Since 2011, the JazzArts Academy has served over 50,000 students, grades K-12 throughout the Charlotte region.

The Role: Education Director

The Director of Education is a key leadership role that will continue to propel the work of JazzArts Charlotte by providing the highest quality of jazz education and arts learning for students of all ages and backgrounds. The Director of Education leads the day-to-day management of all educational programs, oversees curriculum development, and manages performance and community engagement initiatives for youth and adults. This full-time exempt position will have responsibilities to grow the JazzArts Academy and help to further the JazzArts mission through community relationship building. A successful candidate in this position will be an experienced arts administrator and jazz educator with significant relationship building experience and a proven ability to maintain and create high quality programs within budget and curriculum goals.

Essential Functions

- An experienced jazz educator with a commitment to enriching communities through creative programs
- Experience in managing professional faculty and evaluation, student placement and development, performance development and family engagement.
- Collaborate closely with the President and other stakeholders to build cohesive, year-round offerings that result in a thriving community music program with regional scope.
- Knowledge and passion for jazz, its history and culture.
- Ability to facilitate access to jazz learning for all and to engage young people and adult learners in a fun, safe, diverse, and inclusive environment with the highest standards for jazz education and performance excellence.
- Ability to provide leadership in a fast-paced environment, managing multiple priorities and lead a committed jazz faculty.
- Establish and maintain relationships with students, families and alumni. Encourage positive outcomes to potential conflicts. Represent JazzArts through active participation at meetings and conferences. Work closely with leadership in advancing mission to foster future community leaders.
- Interest in use of technology and digital learning as a positive tool to broaden reach and create new programming opportunities.

- Program oversight and evaluation, meeting recruitment and enrollment goals, goal-oriented and data analysis driven, strong budgeting and management skills, commitment to discreetly foster professional local, regional, national partnerships.
- When required, lead the effort to innovate digital learning for students using online and hybrid learning platforms when needed.
- Oversee Jazz-in-Schools programming to provide evaluation and curriculum oversight and maintain student enrollment goals to develop and maintain a healthy program pipeline.
- Support and carry out the overall educational vision and artistic goals of President Lonnie Davis through JazzArts Academy programs. Provide support to other JazzArts staff and programs as directed.
- Meet recruitment goals for existing and new programs. Establish relationships with music educators, national partners, administrators and professional organizations. Maintain a schedule of visiting school programs to recruit students.
- Audition, schedule and place all student programs and oversee the overall musical development and well-being of students.
- Manage all faculty through recruitment, orientation, curriculum oversight and evaluation. Interview, supervise, and evaluate faculty/teaching artists and clinicians. Create and maintain the teaching artist schedule, including maintaining regular communication with teaching artists, coordinating individual teaching artists' schedules.
- Oversee and plan all student performances, special events, community concerts, and other activities. Produce and oversee all musical enrichment programming, free community workshops, and student outings.
- Lead comprehensive evaluation system to monitor all JazzArts Academy programs. Prepare statistics, final reports for school partners and funders.
- Serve as the liaison between JazzArts, schools, teachers, and parents regarding the JazzArts Academy program.
- Stay informed on recent research and trends in music education, arts education, and youth development

Qualifications and Requirements

- 4-year undergraduate degree in music (music performance, jazz performance, music education, or minor in music), education, or another related field. Master's degree preferred. Ability to play jazz is a plus.
- At least 2 documented years working in youth education, youth development, program management or other relevant fields.
- Administrative experience with impeccable organizational skills and attention to detail
- Excellent writing and proof-reading skills; professional, friendly and timely email and phone communication skills. A working knowledge of Microsoft Office Suite;
- Empath with compassion for helping people with the desire to building safe communities for all, and the drive to celebrate diversity and fosters creativity and inclusion
- Interest and ability in work with a variety of people, including team members, musicians, teachers, administrators, volunteers, parents, community members, and supporters.

The Ideal candidate will:

- Always be in pursuit for knowledge and able to work in an ever-changing environment.
- Be an innovative thinker that thrives in a collaborative team setting.
- Have a high degree of integrity, warmth, emotional intelligence, sense of humor, flexibility and maturity.
- Have a passion for jazz and demonstrated commitment to advocating for cultural diversity.

To Apply

JazzArts is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Jazz Arts encourages candidates of all groups and communities to apply for this position.

Beginning July 27, 2026 all inquiries, nominations and applications are to be directed via e-mail to info@thejazzarts.org . Applications must include a cover letter and CV/resume. Please indicate where you learned of the opportunity. NO PHONE CALLS PLEASE.

To learn more about JazzArts Charlotte please visit: www.TheJazzArts.org