

Position: Professional Development Coordinator

Reports to: Dean of Learning and Teaching

Job Summary

The primary responsibilities of the Professional Development Coordinator are to provide logistical and administrative support for professional development we provide for our faculty. The Professional Development Coordinator will report to the Dean of Learning and Teaching, and collaborate with the other members of the Learning & Teaching team. This will be a critical role as the organization aims to achieve its strategic goals of scaling our student body, implementing our delivery model nationwide, and developing our best-in-class curriculum.

Responsibilities:

Professional Development Support:

- Under direct guidance of the Dean and working in collaboration with the Curriculum Support Coordinator, edit video content to be used for professional development
- Execute on the detailed video recording plan created by the Curriculum Support Manager
- Use specific software (e.g. WeVideo, iMovie, or Splice) to facilitate creation of professional development videos
- Align finished professional development videos with TPMS marketing and branding standards
- Assist with scheduling of presenters' recordings using Google Calendar
- Adhere to deadlines established by Dean and Curriculum Support Coordinator for video completion
- Add to and organize professional development videos to the resource library of materials used to help support faculty with curriculum implementation
- Contribute to database of diversity, equity, and inclusion resources for faculty

Technology Integration Support:

- Support Learning and Teaching team members with adaptation of all professional development materials so that they can be presented in in-person only, online only, and hybrid learning environments
- Assist with conversion of all existing materials in professional development library to interactive format that can be used for online instruction

Other duties and responsibilities may be required and/or assigned as necessary

Qualifications:

- Minimum level of education required is a Bachelor's degree from an accredited institution, major in music/art education, music performance, or arts administration
- The ideal candidate likely has 1-3 years of experience using video editing software



- Excellent written and verbal communication skills
- Meticulous attention to detail and ability to meet deadlines
- Computer skills required include Microsoft Office (Word, Excel, PowerPoint), Google Drive (slides, sheets, docs and folder sharing)
- Ability to work 10-15 hours a week and available during business hours
- Belief in our transformative mission is a must
- Demonstrate a commitment to TPMS core values

How to Apply

Please [complete this informational survey](#), and send your resume to: jointhemission@peoplesmusicsschool.org with subject line PROFESSIONAL DEVELOPMENT COORDINATOR. We look forward to hearing from you!

TPMS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. People of color are encouraged to apply.