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Education Director Announcement and Job Description

About

Buffalo String Works' mission is to ignite community and youth leadership through inclusive music education. We provide rigorous music instruction and a creative home for refugee, immigrant, and historically marginalized youth. We recognize the significance of music as a universal language, and by lifting the voices of our students and parents, we cultivate youth to be agents of social change. Our vision is: Neighborhoods United by Empowered Young Musicians.

Summary

Reporting to the Executive Director, the Education Director serves as the organization's educational leader; guiding the vision, quality, and impact of Buffalo String Works' music programs. The Education Director ensures that BSW's mission, values, and educational philosophy are reflected across all music programs while maintaining high standards of artistic and instructional excellence. The Education Director oversees curriculum development, Teaching Artist support and supervision, program quality, performances, and educational partnerships. They cultivate a joyful, community-centered learning environment that supports both musical growth and youth development, alongside program staff. As a member of the leadership team, the Education Director helps shape the organization's strategic direction and collaborates to ensure programs remain grounded in the needs of students, families, and communities served.

Salary & Benefits

This is a full-time, exempt position with an annual salary of \$65,000. BSW offers a generous benefits package including health insurance with employer contribution, 401(k) matching, paid leave, and additional benefits. The role requires a regular on-site presence with limited flexibility for remote work.

Responsibilities

- Artistic and Educational Leadership
 - Lead the design, implementation, and continuous improvement of all BSW music programs; including the Niagara Street Afterschool Program, Lifelong Learners Program, and satellite programs
 - Serve as the steward of Buffalo String Works' educational vision, ensuring that programming reflects the organization's mission, values, and commitment to community through music

- Develop structures, systems, and instructional practices that support consistent, high-quality experiences across programs while remaining responsive to the unique strengths and needs of each community served
- Maintain a regular presence in classrooms and rehearsals to support instructional quality, student engagement, and positive program culture
- Lead special artistic initiatives, creative collaborations, commissions, and performance opportunities that enrich student learning and strengthen community connections
- Collaborate with the Executive Director and leadership team to advance strategic priorities and identify opportunities for program growth and innovation
- Curriculum Development & Evaluation
 - Oversee the development and implementation of BSW's curriculum and educational framework
 - Collaborate with Teaching Artists to ensure the curriculum remains responsive to student needs and aligned with best practices in music education
 - Establish and maintain systems for evaluating program quality, student growth, and educational outcomes
 - Analyze evaluation data and lead improvements that strengthen student learning and program effectiveness
 - Communicate curriculum updates, expectations, and educational priorities across the faculty
- Teaching Artist Leadership & Professional Development
 - Recruit, hire, onboard, supervise, and evaluate Teaching Artists
 - Foster a collaborative faculty culture grounded in continuous learning, creativity, and accountability
 - Lead faculty meetings and facilitate ongoing professional development opportunities
 - Develop and strengthen pathways for Teaching Artist recruitment and retention
 - Support Teaching Artists in achieving instructional, artistic, and youth development goals
- Performances & Program Operations
 - Develop recruitment goals, and support program staff in both recruitment and retention of new and existing students
 - Oversee planning and execution of concerts, workshops, and public performances
 - Ensure students, Teaching Artists, and program staff are prepared for successful performances and special events
 - Collaborate with program staff to address challenges, support students and families, and strengthen day-to-day program operations
 - Provide classroom instruction and/or ensemble direction as needed
- Additional tasks as assigned

Requirements

- Degree in music education or equivalent experience
- Experience with culturally-responsive best practices in El Sistema-inspired programs or other social-change youth programs
- Demonstrated commitment to utilizing wide-ranging music education practices to foster a joyful and creative learning environment
- Experience facilitating collaboration with community-based organizations and/or public school systems
- Experience managing a team of colleagues with diverse skill sets
- Ability to initiate and manage multiple tasks
- Proficiency in Google G Suite products and willingness to learn new technology skills
- Excellent time management and organizational skills
- Excellent verbal and written communication skills
- Local travel, as well as intermittent evening and weekend availability
- Must pass background check
- Additional language preferred, with a particular focus on the following:
 - Spanish
 - Burmese
 - Karen

Work Environment

- Availability to work weekends and evenings for concerts and special events, as needed
- Interact regularly with BSW staff, students, and parents
- Collaborative work environment where decision-making regarding artistic and pedagogical direction comes from Buffalo String Works leadership, Teaching Faculty, and students.

To Apply

Please email your resume/CV and a cover letter to info@buffalostringworks.org with Education Director in the subject line.

Buffalo String Works is an equal-opportunity employer. We celebrate diversity by committing to creating an inclusive environment for all employees, and actively seek individuals who reflect the communities with whom we work.