

TATI DIRECTOR OF CURRICULUM AND PROGRAMS JOB DESCRIPTION

Title: TATI Director of Curriculum and Programs

Organization: Miami Music Project

Reports to: TATI Managing Director

Classification: Part-Time, Exempt; this role is anticipated to average 25–30 hours per week, with hours varying based on program and organizational needs.

Compensation: \$40,000 annually; plus monthly professional allowance

Location: U.S. Remote, with preference for candidates located in Raleigh, NC or the surrounding region; travel required.

Start Date: OCTober 2026

MIAMI MUSIC PROJECT OVERVIEW

Miami Music Project is a 501(c)(3) nonprofit organization that uses music as an instrument for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society through the study and performance of music. Miami Music Project's vision is to create opportunity and access through music for those most in need, improve the quality of life for children today and ultimately transform their lives, the lives of their families and their communities. Emerging as a model for music education programs nationally, Miami Music Project offers free of charge, after-school and summer programming to all students with no barriers to entry, regardless of race or economic status. As of today, Miami Music Project has reached thousands of children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in US. Miami Music Project is the Managing Organization of the Teaching Artists Training Institute.

More at: miamimusicproject.org

TEACHING ARTISTS TRAINING INSTITUTE OVERVIEW

Founded by a generous grant from the Paul M. Angell Family Foundation, the Teaching Artists Training Institute (TATI) was launched in 2020 and is guided by the belief that transformational music education starts with transformational training for teachers. Since founding, TATI has engaged more than 1,000 Teaching Artists across the United States, Puerto Rico, and Canada. Providing more than 6,000 hours annually of professional development, TATI equips Teaching Artists with the tools and skills necessary to strengthen their teaching practice and be better prepared to support the more than 30,000 underrepresented students and communities they work with across the country. TATI is powered by Miami Music Project, which provides legal and fiduciary oversight, financial management, and administrative support. For more information, visit tatrainninginstitute.org.

TATI'S CORE VALUES:

Social Justice and Anti-Racism: We prioritize the continuous exploration of identities, power dynamics, privilege, and oppression. We seek individuals passionate about social change through music and who are committed to social justice and anti-racist practices.

Communication and Curiosity: Effective communication and a willingness to ask questions and seek help are vital. We value exceptional interpersonal skills and a demonstrated eagerness to learn, reflect, and grow.

Collaboration: We thrive as a team, benefiting our teachers, programs, and national community through mutual support and the collective creation of new ideas. We seek individuals who excel in working collaboratively with both peers and supervisors.

Respect and Integrity: We honor the ideas of others, recognizing the impact of our actions and words. We value honesty, giving credit where it's due, and maintaining professionalism in all interactions.

Reflection and Feedback: We believe mistakes are proof of learning. We value reflection and feedback, encouraging team members to embrace vulnerability and see challenges as a learning opportunity.

Engagement and Presence: We encourage full ownership, accountability, and presence. We value listening as much as speaking and believe in meeting personal needs while respecting the organizations' overall goals.

POSITION OVERVIEW AND PURPOSE

The Teaching Artists Training Institute (TATI) is seeking a collaborative, strategic, and highly organized **Director of Curriculum & Programs** to lead the oversight, implementation, development, and continuous improvement of TATI's professional learning experiences for Teaching Artists and arts education leaders nationwide.

Working closely with the Managing Director, this role is responsible for curriculum development, faculty support, program implementation and quality, and participant learning across all TATI programs. The Director of Curriculum & Programs will ensure that every learning experience, from Lab Cohorts and Regional Practicums to custom workshops and the annual Learning Retreat, reflects TATI's mission, educational philosophy, and commitment to excellence in adult learning.

The Director of Curriculum & Programs serves as the steward of TATI's educational framework, balancing long-term curriculum strategy with the day-to-day coordination necessary to deliver exceptional programs. This role combines instructional leadership, program development and management, faculty development, facilitation, and evaluation while helping position TATI as the national leader in Teaching Artist professional development.

WHY THIS ROLE MATTERS

TATI has built a strong reputation for delivering high-quality, thoughtful, and impactful professional learning experiences for adult educators, Teaching Artists, and arts education leaders. As the organization grows, maintaining that level of quality requires dedicated

leadership and close oversight of the programs, curriculum, faculty, and adult learning experiences that are at the heart of TATI's work.

The Director of Curriculum & Programs ensures that TATI can sustain what it does well while continuing to evolve. By maintaining strong oversight and execution of existing programs while developing new content, resources, and professional learning opportunities grounded in best practices in adult education, this role helps TATI grow its reach without compromising the quality, intentionality, and participant experience that define its work.

WHAT SUCCESS LOOKS LIKE

Success in this role means that TATI's existing programs continue to operate at a consistently high level while its professional learning offerings thoughtfully evolve to meet the needs of adult learners and TATI's growing national reach.

A successful Director of Curriculum & Programs:

- **Provides strong oversight and management of TATI's full program portfolio**, ensuring programs are well planned, prepared, executed, and continuously improved;
- **Maintains a consistently high standard of adult learning and participant experience**, ensuring programs reflect strong practices in adult education, professional learning, facilitation, and peer-to-peer learning;
- **Develops and supports faculty, facilitators, and Discussion Leaders** so they are prepared and equipped to deliver engaging, effective, and cohesive learning experiences for adult professionals;
- **Develops new curriculum, content, resources, and programs** that respond to the evolving professional learning needs of Teaching Artists and arts education leaders and thoughtfully expand TATI's reach and impact; and
- **Serves as a dependable programmatic and educational partner to organizational leadership**, balancing close oversight of current programs with the development of TATI's future educational offerings and long-term growth.

POSITION RESPONSIBILITIES

Curriculum and Learning

- Lead the ongoing development and implementation of TATI's educational vision, ensuring all programs align with the organization's Course of Learning, Framework, core values, and approach to adult education;
- Maintain and continuously improve TATI's curriculum, including learning objectives, sequencing, educational resources, and participant outcomes;
- Develop new curriculum, workshops, facilitation guides, asynchronous learning opportunities, and digital resources that respond to the evolving needs of Teaching Artists and arts education leaders;

- Apply research and best practices in adult learning, facilitation, music education, and professional development to strengthen existing curriculum and inform new educational approaches;
- Collaborate with the Managing Director to develop new educational initiatives, custom workshops, and long-term learning strategy.

Program Leadership & Management

- Provide direct oversight and management of TATI's full portfolio of educational programs, including the Lab Cohort, Leaders Fellowship, Regional Practicums, Learning Retreat, custom workshops, and alumni programming;
- Lead annual program planning and implementation, ensuring educational timelines, curriculum, faculty preparation, instructional materials, and participant learning experiences are thoughtfully coordinated and consistently delivered at a high level;
- Lead the Discussion Leader and Discussion Leader-in-Training programs, including recruitment, orientation, ongoing coaching, and evaluation;
- Collaborate with the Managing Director and Operations & Systems Manager on program applications, participant onboarding, communications, logistics and annual program implementation;
- Facilitate select workshops, Learning Retreat sessions, and custom professional development offerings for adult learners.

Faculty Development and Educational Quality

- Recruit, onboard, support, coach, and evaluate guest faculty, facilitators, Discussion Leaders, and clinicians;
- Establish clear expectations and provide faculty and facilitators with the guidance, resources, and support necessary to deliver effective and engaging learning experiences for adult professionals;
- Monitor educational quality and consistency across TATI programs, identifying opportunities to strengthen curriculum, facilitation, faculty preparation, and the overall participant learning experience.

Program Evaluation and Continuous Improvement

- Develop and refine systems for assessing participant learning, faculty effectiveness, and overall program quality and impact;
- Analyze participant feedback, educational outcomes, and faculty evaluations to inform program improvements and future development;
- Maintain and expand TATI's library of curriculum, facilitation tools, and educational resources;
- Collaborate with organizational leadership to translate program outcomes, participant feedback, and success stories into meaningful information for strategic planning, evaluation, and grant reporting.

General Responsibilities

- Collaborate closely with the Managing Director and Operations & Systems Manager to ensure seamless planning and implementation across all TATI programs;
- Participate in organizational planning, staff meetings, strategic initiatives, and cross-functional projects;
- Represent TATI professionally with participants, faculty, partner organizations, and external stakeholders;
- Perform other related duties as assigned and remain flexible to organizational needs, including travel to multiple in-person events throughout the year.

QUALIFICATIONS AND DESIRED SKILLS FOR THE IDEAL CANDIDATE

- Strong alignment with TATI's mission, vision, and core values, with a passion for Teaching Artist development and high-quality professional learning for adults;
- Minimum of 5 years of relevant professional experience, such as music education, nonprofit leadership, or a closely related field;
- Professional background in music education required, with experience in K–12 music education, collegiate music education, teacher preparation, nonprofit leadership, or professional development for adult learners strongly preferred;
- Demonstrated experience facilitating professional development, workshops, courses, trainings, conferences, retreats, professional learning communities, or other structured learning experiences for adult participants;
- Strong understanding of curriculum development, instructional design, facilitation strategies, and principles of adult learning, with demonstrated ability to create inclusive, collaborative learning environments that foster reflection, dialogue, and peer-to-peer learning among adult professionals;
- Strong program leadership, project management, and organizational skills, with demonstrated ability to oversee multiple programs, priorities, and timelines while balancing strategic thinking with detailed program implementation;
- Exceptional communication and relationship-building skills, with the ability to collaborate effectively with faculty, Teaching Artists, nonprofit leaders, colleagues, and organizational partners from diverse backgrounds;
- Experience recruiting, preparing, coaching, mentoring, or supervising facilitators, instructors, or educational teams;
- Strategic and systems-oriented thinker who is curious, reflective, self-motivated, and adaptable, with the ability to take ownership, anticipate needs, solve problems, and continuously improve programs through data, participant feedback, research, and educational best practices;
- Proficiency with Google Workspace, Airtable, Zoom, and digital collaboration platforms, with the ability to quickly learn new technologies and support virtual learning environments.
- Fluency in English required; Spanish proficiency is beneficial.

OTHER CONSIDERATIONS

- This is a part-time, exempt position with Miami Music Project. Attendance at events outside of traditional business hours including evenings and weekends will be necessary on a periodic basis;
- Must have a valid driver's license, clean driving DMV record, reliable transportation, full insurance;
- Must be able to lift up to 50 lbs., and will be expected to assist with moving equipment related to marketing, events, general operations;
- Must be willing and able to travel to required TATI events throughout the program year.

TO APPLY:

Complete the application form [HERE](https://tati.fillout.com/t/qky2Yn2kU9us) (<https://tati.fillout.com/t/qky2Yn2kU9us>).

In lieu of a cover letter, you will be asked to answer the following questions:

- Why are you interested in working with TATI, and how do you see your personal and professional values aligning with TATI's mission and values?
- Thinking about a workshop, course, professional development session, or other learning experience you have facilitated for adults, tell us about one that you believe was particularly effective. What did you do to create meaningful learning and engagement for the adults in the room? What did the experience teach you about facilitating adult learners?
- Tell us about a time you were responsible for leading an educational program or initiative. How did you approach maintaining a high standard of quality while managing its different components, priorities, and stakeholders?
- Describe your work style, both independently and as part of a team. How do you take ownership, manage competing priorities, and keep work moving forward while also communicating and collaborating effectively with colleagues?

Applications submitted through any other systems including but not limited to LinkedIn, Indeed, E-mail, etc, will not be considered. ***Priority will be given to applications received by September 18, 2026.*** Applications will be considered until position is filled.

Miami Music Project is firmly committed to a policy of equal employment opportunity. We hire qualified applicants without regard to race, color, sex, religion, national origin or ancestry, age, marital or veteran / military status, disability, genetic information, sexual orientation, gender identity or expression, or any other legally protected status.

As permissible under applicable law, applicants will be subject to a pre-employment background check and drug test after receiving a conditional offer of employment. The background check will investigate criminal background and other matters related to suitability for employment, particularly since Miami Music Project works with children. Likewise, employment is contingent on receiving a negative test result for illegal drug use. Separate



disclosure and consent forms will be provided prior to any background check or drug test.