

Program Administrator of Applied Music  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=263879>

Downloaded On: Oct. 15, 2025 12:10am

Posted Oct. 14, 2025, set to expire Feb. 25, 2026

<b>Job Title</b>	Program Administrator of Applied Music
<b>Department</b>	Department of Music
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Oct. 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Music - General
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22426?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22426?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Tufts Department of Music is a vibrant musical community with courses in composition, ethnomusicology, musicology, technology, theory, and performance. The faculty includes fifteen full-time professors and lecturers, eighteen part-time lectures, and a five-member staff. The department offers a large number of courses for non-majors, an undergraduate major and minor, and master's degrees in composition, ethnomusicology, and musicology. Within the department are almost twenty ensembles, a dedicated music center with a 300-seat recital hall, music library, classrooms, offices, world music room, seminar room, and practice rooms. The department produces over a hundred events a year. Applied music and community music include Private Lessons program, Community Music program, Tufts Youth Philharmonic, summer programs, and various community-based concerts.

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### What You'll Do

**This is a two-year limited term position, with the possibility of renewal and extension after two years depending on program success and funding.**

The Program Administrator of Applied Music coordinates and manages the private lessons program for 150+ Tufts students per semester, including matching students with instructors, assisting with registration changes, arranging recitals and juries, and issuing grades. The Program Administrator will also:

- Coordinate and manage all aspects of Community Music programs, Tufts Youth Philharmonic, and summer programs.
- Recruit and hire instructors, manage payroll reporting for all instructors in the programs it manages, and oversee scholarships, financial aid, and contests within these programs.
- Frequently meet with both current and prospective students and families from the community.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a BM/BA Degree in Music and 5+ years of related experience in Community Music or non-profit
- Proficiency in MS Office applications
- Robust people management skills, working Fridays and weekends with flexible workdays

#### Preferred Qualifications:

- MM or MA in Music
- B.A. from a liberal arts institution
- Experience teaching music, including musicians of all ages, organizing recitals, and interacting with parents
- Ongoing performance activities
- 5+ years running community music programs, including personnel management, grant writing, billing, budget, and accounts
- 5+ years as an active performing and teaching musician, experience with students of all ages, with extensive knowledge of music and musical styles

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- Excellent organizational, communication, and management skills

**Special Work Schedule Requirements:**

This position will require work during evenings and weekends as scheduled for the programming being managed. The weekday schedule is flexible and based around program needs and staff meetings. The position requires that the Coordinator be present Fridays, weekends and summers when programs are running.

**Pay Range**

Minimum \$54,500.00, Midpoint \$68,100.00, Maximum \$81,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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