

**The Walden School**  
**Director of Operations – 2015 Summer Programs (June-August)**  
(December 2015)

The Director of Operations at The Walden School Summer Programs performs a wide range of tasks that keep all of The School's summer programs operations running smoothly.

The position is highly collaborative. The Director of Operations will be expected to work closely with the Director of the Young Musicians Program and the Director of the Creative Musicians Retreat, the Dean of Students of the Young Musicians Program, the Leadership Teams of both the Creative Musicians Retreat and the Young Musicians Program, as well as all summer staff and faculty members. Additionally, the Director of Operations will work closely with other members of the staff in San Francisco and members of Walden's Board of Directors. This position reports to The Walden School's Executive Director and will collaboratively manage the staff along with the program directors, in concert with the summer program leadership teams. The Director of Operations will serve on the summer Leadership Teams for both the Young Musicians Program and the Creative Musicians Retreat.

The Walden School values creativity and community, and we seek outstanding candidates who are passionate about teamwork and collaboration, are exceptionally organized, possess excellent written and oral communication skills, have a terrific sense of humor, are flexible and resilient and comfortable with uncertainty, and have a proven track record of leadership. The ideal candidate will be tireless, unflappable, and thrive on juggling multiple projects, priorities, and personalities. Discretion, judgment, and grace under pressure are highly desirable traits in the successful applicant. Some preference may be given to alumni of one or more of Walden's programs, and some preference may be given to applicants who have worked in summer camp/festival settings.

The Director of Operations must be available from Thursday, June 4, 2015 (arrival), through Friday, August 7, 2015 (departure). Some preparation work is expected in the spring for program planning.

Job responsibilities include:

- Managing day-to-day operations of the programs, including and not limited to:
  - Taking care of student and faculty needs in regards to office support
  - Collecting and returning student laundry
  - Producing concert and forum programs
  - Managing turnover of guest rooms and guest calendar
  - Managing any mailing projects
  - Answering the phone and responding to inquiries; taking messages and distributing them to various Walden staff/faculty members, as necessary
  - Opening mail and distributing it, as necessary
  - Other office management tasks
- Managing the campus transition between all summer programs and events.
- With Director and program Leadership Teams and summer staff, managing the "opening" and "closing" of the summer operations

- Working with and maintain open and clear communication with SF year-round staff on projects as needed.
- Coordinating all student/faculty/staff /artist transportation
- Coordinating all facilities on the summer campus of The Walden School—classrooms, concert hall, dining hall, and guest rooms. This also includes the coordination of pianos, piano tuning, and piano repair. Work with Academic Deans on this task, particularly as it relates to classrooms and practice rooms.
- Coordinating all “housing” on campus – dorm rooms, guest housing, apartments rented from Dublin School. Resolving any issues that may arise with housing and/or building and grounds.
- Working with Dublin School to maintain internet/wireless printing/copying privileges. Reporting any issues and following up until they have been resolved.
- Acting as a primary summer contact with all Dublin School personnel.
- Working with phone vendor, Fairpoint, to ensure that phone services are working well throughout the duration of the summer.
- Other projects and tasks, as assigned.

Compensation is in the form of salary, as well as room & board (single room, shared bathroom with students & other faculty/staff). Candidates should have completed a minimum of a Bachelor’s degree. The Director of Operations **must** have current a CPR certification in order to be employed (valid at least through August 4, 2015). The Director of Operations must also have a valid US driver’s license for the duration of the summer session and is expected to drive 15-passenger vans as part of his/her summer responsibilities.

**Interested candidates should send a cover letter and a résumé/CV to:**

Seth Brenzel, Director, Young Musicians Program  
 The Walden School  
 31 A 29<sup>th</sup> Street, San Francisco, California, 94110  
*email:* [sbrenzel@waldenschool.org](mailto:sbrenzel@waldenschool.org)

**The Walden School**, founded in 1972, is an acclaimed summer music school and festival offering programs that emphasize creative application, specifically through the study of musicianship, improvisation, and composition. In residence on the beautiful campus of the Dublin School in Dublin, New Hampshire, the School provides an inspiring retreat-like environment ideal for creative music making. The School’s programs include the Young Musicians Program for musicians ages 9 to 18, the Teacher Training Institute for music educators, and the Creative Musicians Retreat for adult musicians. The School’s Concert Series showcases free public performances by renowned artists and ensembles that work closely with program participants. The Walden School was awarded Chamber Music America/ASCAP Adventurous Programming Awards in 2014 and 2012, a 2011 New Music Educator Award from the American Music Center (now New Music USA) and was a finalist for a 2011 National Arts and Humanities Youth Program Award. The Walden School is the successor organization to the Junior Conservatory Camp. For more information, please visit Walden’s website: [www.waldenschool.org](http://www.waldenschool.org).