

The Switzerland-based digital music education start-up **Music:Eyes - See what you Hear** is looking for an **Education Director (50%)** and **General Manager (50%)** based in Switzerland. Please find the job descriptions and profile requirements below.

In addition, please find a description of Music:Eyes to download here: <https://rb.gy/2vpiv>

To apply, please fill out this form and send in relevant attachments in English as specified in the form by Email: <https://forms.gle/rfp9vA6T6Ephctm9>

*To get a first hand impression of Music:Eyes, feel free to join us and the Musikkollegium Winterthur on Friday October 6 at 12:15pm in the Stadthaus Winterthur for the presentation of two brand new technological/music educational innovations. You can find more information here: <https://musiceyes.org/eventoctober62023/>*

- **General Manager, marketing, and fundraising** (50% - 2'500 per month, 9 months guaranteed, extension based on mutual agreement), start according to mutually agreed date, funding beyond the first 9 months will be developed together with the board.

#### **1. Financial and budget responsibilities:**

- Lead fundraising activities in collaboration with the board of directors
- Build-up and management of donor/friends circle
- Budget planning and - control together with the board

#### **2. Association administration responsibilities:**

- Administrative management of association in collaboration with the board of directors
- Management of patronage and advisory board
- Convocation, preparation and realization of General Assemblies
- Maintenance of member stock

#### **3. Other responsibilities:**

- Identify potential new partners and build up partnerships, in coordination with the board of directors and the Education Director
- Manage marketing activities (including the re-design of the website) in cooperation with the Education Director
- Manage contractors (web design, translators etc.) in cooperation with the Education Director

- **Education Director** (50% - 2'500 per month, 9 months guaranteed, extension based on mutual agreement), start according to mutually agreed date, funding beyond the first 9 months will be developed together with the board and the General Manager.

### 1. Curriculum and content development:

- Lead in the design of curricula, e.g. independently develop interactive exercises (guided listening, instrument quizzes, etc.). Use existing lessons as reference ([link to an example](#)).
- Bonus: Experience developing video content in an education setting, including tutorials ([example](#)), guides, lessons, marketing

### 2. Partner and user support:

- **Collaborate with existing education partners** (Musikkollegium Winterthur, Haute Ecole Pédagogique Vaud HEPL, International School of Luxembourg, schools etc.) on educational content, jointly-developed lessons, teacher handbooks, other input on pedagogy methods
- **Identify potential new partners** and build up partnerships, in coordination with the board and the General Manager
- **Collect feedback from existing users** (teachers and students) and experts in the digital music education field to understand what's working and valuable for the users (in terms of lessons, software features, content) and areas for improvement (bugs, enhancements)
- **Conduct workshops and demos** in local schools to broaden network of users (teachers + students) and to obtain more in-depth feedback
- **User management and support:** manage user accounts online, respond to questions from users and help with troubleshooting

### 3. Platform and organization support:

- **Manage translations** of platform and content into appropriate languages (German, French, Italian, Spanish etc.)
- **Manage marketing activities** (including the re-design of the website) in cooperation with the General Manager
- **Manage contractors** (web design, translators etc.) in cooperation with the General Manager

## **Your profile**

*For both positions:*

- Enthusiasm for building a start-up, for music education and digital media
- Communicative, proactive personality with positive outlook and the ability to generate enthusiasm
- Good knowledge and application skills in the field of IT are required, expertise beyond that is an advantage
- Excellent knowledge of German and English is a prerequisite, French and/or other languages an advantage
- Team player, organizational talent, analytical skills, independent and structured way of working, high resilience, flexibility and reliability
- Ability to work efficiently in virtual teams (USA - Switzerland etc.)
- Flexibility in working hours

*Additionally, for the position of Education Director:*

- Excellent knowledge of composed music - western classical music and other genres. University degree in this field is an advantage
- Very good knowledge in the field of music education and music pedagogy
- Experience, expertise and a proven track record in the design of music education curricula for schools
- Experience and expertise in

*Additionally, for the position of General Manager / Marketer / Fundraiser:*

- Knowledge in and passion for the field of music education
- Experience, expertise and a proven track record in non-profit fundraising
- Experience, expertise and a proven track record in small organization management