

Registrar, New School of Music (NSM)

Location: On-site, Cambridge, MA

Schedule: Part-time, Monday–Friday, 12:00–5:00 PM (some evening and weekend hours as needed)

Reports to: Executive Director

Salary: \$32,000

Position Summary

The Registrar serves as a warm, friendly, and reliable first point of contact for faculty, families, students, and visitors at the New School of Music. This person plays an important role in fostering a welcoming and supportive environment while ensuring that daily administrative operations run smoothly and efficiently.

The Registrar is responsible for supporting student registration, scheduling coordination, and database management at NSM. This role ensures the accuracy, organization, and smooth operation of the school's registration and scheduling systems. The pace of work is generally steady and predictable, with busier periods during key registration times throughout the year.

Key Responsibilities

Student Registration & Customer Support

- Serve as the first point of contact for general inquiries via phone and email, responding promptly and professionally
- Provide clear, friendly information about programs, scheduling, and registration
- Support families with questions related to registration and account access
- Assist with onboarding new students into the scheduling system
- Coordinate student placement in collaboration with the Assistant Director and faculty

Scheduling Support

- Maintain and update lesson schedules in coordination with faculty
- Support room scheduling and ensure accurate calendar management
- Implement schedule changes communicated by faculty or leadership
- Help manage scheduling logistics for programs, classes, events, and rentals

Database & Records Management

- Maintain accurate and up-to-date student and family records in the registration system
- Monitor enrollment, attendance, and basic account information for accuracy
- Ensure data is organized and accessible for staff use
- Generate basic enrollment or attendance reports as requested
- Support routine data entry and system upkeep

Billing & Payment Support

- Generate tuition invoices using the registration system
- Ensure invoices are sent accurately and on schedule
- Record payments and update account statuses

Operations Support

- Maintain shared calendars and internal scheduling documents
- Support communication and coordination across staff and faculty
- Assist with occasional operational needs, such as ordering supplies and coordinating routine facility or equipment maintenance

Community Engagement

- Represent NSM alongside staff and faculty at concerts, festivals, and community events
- Support administrative and logistical needs for performances and community programs

Qualifications

Required:

- Administrative work experience in a nonprofit organization and/or arts management setting
- Exceptional attention to detail and meticulous organizational skills
- Ability to manage multiple tasks and work independently
- Excellent written and verbal communication skills
- Demonstrated passion for community-based music and the arts
- Proficiency with Google Workspace, Microsoft Excel, and Word
- Comfort learning new software platforms and database systems

Preferred:

- Bachelor's degree
- Basic knowledge of music education, instruments, and/or voice
- Previous experience with registration database applications is a plus
- Familiarity with Canva

Ideal Candidate

The ideal candidate is personable, organized, and reliable, with a strong ability to balance friendly, welcoming interactions with focused, detail-oriented administrative work. They enjoy structured systems, clear processes, and supporting a creative community through strong operational support.

How To Apply:

Email the following materials to Anne Riesenfeld, Executive Director, at director@newschoolofmusic.org with "Registrar Job Position" in the subject line:

- Cover letter describing your relevant experience and interest in the position
- Resume
- List of 2–3 professional references (name, title, relationship, and contact information)

Applications will be reviewed on a rolling basis. Interviews will begin once a qualified and diverse applicant pool has been identified. Apply by May 31, 2026. No phone calls, please.

About the New School of Music:

The New School of Music (NSM) was founded in 1976 by composer, conductor, and musician Nicholas Van Slyck who identified a need in the area for access to high-quality music education and engagement in his city of Cambridge. Today NSM remains an inclusive community music school for children and adults of all ages and levels. We believe music is to be enjoyed, studied, loved, and understood by all people — regardless of age, ability, or prior experience — and offer generous need-based scholarships in support of this mission.

The New School of Music is an equal opportunity employer committed to fostering a diverse and inclusive community. We welcome applicants of all backgrounds, identities, and experiences and do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic.

We believe that diverse perspectives strengthen our arts community and enhance our ability to serve students, families, and the broader community. Applicants from backgrounds underrepresented in arts and nonprofit leadership are strongly encouraged to apply.