



Music City 10 Project Manager

Deadline to apply: 1/23/2026

Contract period: 11-month position, February to December 2026

Compensation: \$25 - \$30 hourly rate based on experience, full time (with benefits) and part time options both available

University of Orange is hiring a Music City Project Manager.

Music City is a community-led, cultural organizing program of the **University of Orange**, a people's free school in Orange, NJ. Since 2016, Music City has organized networks of musicians, music educators, small business owners, community members, and music-lovers around Orange and Essex County to celebrate the rich musical cultures of our city and explore the ways that connecting, supporting, and celebrating Orange's music can cultivate stronger local economic opportunities, lift up the cultural life of our city as being worthy of investment, and build connection and solidarity across otherwise siloed communities.

Key projects for Music City 10 include: the annual Music City Festival, a three day festival in mid-May; "Music on Main", a summer series of monthly live-music performances and workshops in outdoor public spaces; "Remembering Rosa: a Concert for Peace", a choir and dance concert featuring an intergenerational community choir; and the Orange Steel Band, an intergenerational community steel pan band.

The **Music City Project Manager** will be responsible for leading the coordination and production of Music City 10 projects. They will collaborate and work with the Music City Co-directors, and coordinate the Music City teams to produce music programming and community events that are welcoming, inclusive, fun and reflective of local cultures.

Project Manager core responsibilities include:

- Project management of Music City programming in 2026 in alignment with Music City and University of Orange's frames of Restoration Urbanism and cultural organizing, and in a welcoming and inclusive manner
- Coordinating timeline, schedule, communication, deliverables between groups of musicians, organizers, volunteers, partner organizations, documentation and production teams and small business owners.
- Recruit additional contractors and volunteers as needed, working with UofO staff members to develop appropriate contracts and processes.
- Ensuring events and programs run smoothly and professionally and overseeing day-of logistics
- Managing event and project budgets

Requirements:

- Previous experience with project and event management



- Familiarity with landscape of music in Essex County, NJ
- Interest in the intersection of cultural organizing and issues regarding anti-displacement, gentrification, and urbanism
- Facility communicating with a diverse variety of stakeholders, including institutional partners, community organizations, community members, musicians, non-english speakers, volunteers, contractors, etc.

Potentially interesting qualifications:

- Multi-lingual in some combination of English, Spanish, and Haitian Kreyol
- Ability to drive a U-Haul
- Basic familiarity with sound equipment/live music production

To apply please submit a **resume and a cover letter** to info@universityoforange.org