



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement:

Piano, Early Childhood & General Music Program Manager

Description

Merit School of Music seeks a highly qualified Piano, Early Childhood & General Music Program Manager to start no later than **February 1, 2017**. This position is responsible for providing daily support to students, families and faculty in the Early Childhood Program, Bridges; Partners in Music Programs, the Instrumental & Vocal Music Program, Private Lesson Program and the Alice, S, Pfaelzer Tuition-free Conservatory. The Piano, Early Childhood & General Music Program Manager provides day-to-day support for classes, assists in planning larger special events (concerts, competitions, etc.) and facilitates basic communication with parents and students.

Organization Overview

Since its founding in 1979, Merit School of Music has successfully motivated and inspired over 50,000 young people with high-quality music instruction. The School's broad-ranging comprehensive curriculum, extensive level of financial aid, sense of community and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at nearly 30 locations in neighborhoods across the City. Instruction is offered to approximately 5,000 students of all ages, from infants to adults, and from beginners to the Juilliard-bound by over 150 accomplished faculty members.

Merit has an annual operating budget of \$6 million, of which nearly half is supported by contributed revenue.

Mission

Merit School of Music transforms the lives of Chicago-area youth through removing barriers to high-quality music education.

Reporting Relationship

The **Piano, Early Childhood & General Music Program Manager** reports to Merit's **Piano, Early Childhood & General Music Program Director**.

Job Responsibilities

Responsibilities of the **Piano, Early Childhood & General Music Program Manager** include, but are not limited to:

- Assist with implementation and execution of the Piano, Early Childhood and General Music programs throughout Merit continuum

- Manage a wide range of day-to-day activities for the Piano, Early Childhood and General Music Programs
- Provide support to teachers, students, parents and site administrators
- Assist with the planning and execution of concerts and special events
- Other projects as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Excellent customer service skills and experience in a fast-paced administrative environment
- Highly organized and exceptional attention to detail
- Strong ability to communicate effectively and professionally
- Collaborative, collegial nature and interest in working in a team environment
- Self-motivated, disciplined, and organized
- Bi-lingual in Spanish or Mandarin a plus
- Experience teaching piano or early childhood music classes preferred

Educational Requirements

- Bachelor's degree required
- Applicable course study or relevant experience in music preferred

Schedule

- 15-20 hours per week
- Schedule is flexible but will include some weekday afternoons/evenings (3:00-7:00 p.m.) and some weekday mornings (9:00 a.m.-12:00 p.m.)
- Some Saturdays required
- Scheduled hours may vary from week to week depending on work load and time of year

Compensation

Compensation for this position is \$18.00 per hour

Interested candidates should send résumé to:

hr@meritmusic.org

No phone calls or faxes please.

For more information about Merit School of Music, please visit www.meritmusic.org.

Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.