



**Merit School of Music
Chicago, Illinois**

Full-time Position Announcement:

Program Coordinator

Description

Merit School of Music seeks a highly qualified candidate for the position of Program Coordinator to begin no later than **April 17, 2017**. The Program Coordinator is a support role responsible for coordinating activity across Merit's programs while helping to ensure consistency in communication and procedures. The Program Coordinator acts as a liaison between staff and Merit families and supports the daily work of Merit Program Directors. This is a full-time hourly position and is overtime eligible.

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 **Program Coordinator** reports to the **Dean of Programs**

Job Responsibilities

Responsibilities of the **Program Coordinator** include, but are not limited to:

- Oversee student scheduling for yearly Conservatory auditions
- Oversee student scheduling for Merit competitions
- Draft price quotes and service agreements for Bridges: Partners in Music Programs

- Coordinate the distribution of scholarship applications and other materials
- Assist with logistics related to hosting guest artists
- Coordinate and assist with special events, including faculty meetings, field trips, program staff meetings, and professional development sessions
- Coordinate student transportation as needed
- Other projects as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Highly organized and detail-oriented
- Effective and professional communicator
- Experience with Microsoft Excel, Word and Google Docs/Forms
- Ability to multi-task and work efficiently in a fast-paced environment
- Personable and passionate about Merit mission and vision

Educational Requirements

Bachelor's degree required. Strong preference given to candidates with a degree in music education, music performance or arts administration

Schedule

- Tuesday through Saturday
- 37.50 hours
- Requires some evenings and additional hours as needed

Compensation

Starting hourly rate for this position is \$18.00 - \$20.00 or \$35,000 - \$39,000, commensurate with qualifications and experience.

Benefits include: Health, Dental, Long-term Disability, Flexible Spending Accounts, Retirement Plan (after 1 year of employment), and Paid time off.

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.