



**Merit School of Music  
Chicago, Illinois**

**Part-time Position Announcement:**

**Strings Program Liaison  
El Valor Community Center (Pilsen)**

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**Description**

Merit School of Music is seeking a Strings Program Liaison to begin no later than **January 8th, 2018**. The Strings Program Liaison will provide on the ground support to Merit string teachers working in the Merit Music in Communities Program at El Valor Community Center (1951 W. 19<sup>th</sup> St., Chicago IL). The liaison will help to facilitate student recruitment, communication between faculty, parents and school administration, and other logistical aspects involved with running these programs. This position may be combined with the Strings Program Liaison position at Nobel Elementary School (4127 W. Hirsch St., Chicago IL).

**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 by providing the highest quality music education – with a focus on underserved communities – inspiring young people to achieve their full musical and personal potential.

**Reporting Relationship**

The **Strings Program Liaison** reports to the **Strings & Orchestra Program Director**

## Job Responsibilities

The Strings Program Liaison's job responsibilities include, but are not limited to:

- Facilitating student recruitment in collaboration with off-site administration and Merit staff/faculty
- Distributing, collecting and maintaining student rosters and attendance
- Oversee communication with parents of students
- Facilitate communication between Merit faculty/staff and off-site administration
- Oversee and maintain instrument inventory records
- Facilitate student transportation needs as they relate to Merit-organized events
- Secure chaperones for Merit-organized field trips
- Other projects as assigned and as needed

## Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Highly organized
- Strong ability to communicate effectively and professionally
- Ability to work well in a team-oriented environment
- Ability to manage multiple projects simultaneously and complete at a high level
- Experience in a fast-paced administrative environment
- Musical background is highly desirable but not required
- **Candidate must be bilingual in English and Spanish**

## Educational Requirements

High school diploma is required

## Schedule

Tuesdays from 4:30pm – 8:00pm

## Compensation

\$15.00 per hour

**Interested candidates should send résumé to:**

[hr@meritmusic.org](mailto:hr@meritmusic.org)

**No phone calls or faxes please.**

For more information about Merit School of Music, please visit [www.meritmusic.org](http://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.*