



**Merit School of Music  
Chicago, Illinois**

**Part-time Position Announcement:**

**House Attendant**

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**Description**

Merit School of Music is seeking a House Attendant. The House Attendant must act as an ambassador for the school at all times, making a positive lasting impression on every individual that enters our doors. This position is part-time as-needed. The House Attendant will work directly with Merit's staff, faculty, and/or renters to ensure that performances and events run smoothly. Employees are provided a monthly work schedule determined by the events/rentals scheduled at the school. Actual hours may vary.

**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 **House Attendant** reports to **Facilities Manager**.

Responsibilities of the **House Attendant** include, but are not limited to:

- Act as an *ambassador* of the school by providing a positive experience and lasting impression to every individual that enters our doors
- Ensure events run smoothly – from start to finish
- Set up rooms for performance/events/rentals as needed
- Set-up Technology (projector, sound system) for events
- Control Lighting set-up for performance events
- Expected to be knowledgeable about the school and its programs

## **Personal Skills/Attributes/Qualifications**

The ideal candidate would possess the following qualifications:

- Musical Background Required
- Excellent Customer Service Skills
- Detail oriented
- People oriented, and responsive to need of others

## **Educational Requirements**

H.S Diploma or GED

## **Schedule**

Part-time as needed. Must be available weeknights and weekends.

## **Compensation**

Starting at \$13.50/hour; dependent on scheduled hours, may be eligible for benefits (health, dental, vision, and Paid Time off.

**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.*