



**Merit School of Music  
Chicago, Illinois**

## **Part-time Position Announcement: Voice & Guitar Program Manager**

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### **Description**

Merit School of Music seeks a highly qualified Voice and Guitar Program Manager to start no later than July 15<sup>th</sup>, 2018. The Voice and Guitar Program Manager is responsible for providing daily support to students, families, and faculty in the Merit Music in Communities Program, the Instrumental and Vocal Music Program, the Private Lesson Program, and the Alice S. Pfaelzer Tuition-free Conservatory. The Voice and Guitar Program Manager provides day-to-day support for classes, assists in planning special events (concerts, competitions, etc.) and facilitates basic communication with parents and students. This position is currently grant-funded and therefore subject to grant renewal.

### **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 **Voice and Guitar Program Manager** reports to the **Voice and Guitar Program Director**.

### **Job Responsibilities**

Responsibilities of the **Voice and Guitar Program Manager** include, but are not limited to:

- Assist with and provide support to Merit's voice, choir, and guitar programs
- Assist Program Director with parent, teacher, student, and partner communications
- Assist with the planning and execution of Merit events and concerts

- Record and maintain student attendance for all voice and guitar programs
- Assist Program Director with student recommendations and class roster creation
- Other activities as assigned

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

The ideal candidate would possess the following qualifications:

- Highly organized and proactive problem-solver
- 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 with voice and/or guitar is required
- Bi-lingual in Spanish or Mandarin is a plus

### **Educational Requirements**

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

### **Schedule**

- 10 – 20 hours per week
- Schedule is flexible and may vary based on workload.
- Saturday availability will be required beginning September
  - At least 2 Saturdays per month
  - Approx. 10:00am – 3:00 pm

### **Compensation**

Compensation for this position is \$18.00 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.*