



**Merit School of Music  
Chicago, Illinois**

**Part-time Position Announcement:**

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**Development & Marketing Assistant**

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**Description**

Merit School of Music is seeking a part-time Development & Marketing Assistant to start no later than the week of **January 21, 2019**. This position will support Merit's Development and Marketing departments, including assisting with event logistics, graphic design, research, data entry, and other administrative needs. The ideal candidate is interested in the nonprofit sector and excited about developing a broad range of nonprofit skill sets. This is an entry-level position; recent graduates and others without an extensive work history encouraged to apply.

**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 **Development & Marketing Assistant** reports to Merit's **Director of Marketing**.

## **Job Responsibilities**

Responsibilities of the **Development & Marketing Assistant** include, but are not limited to:

- Support the Development and Marketing teams in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail, email, and website), including research and analysis of new opportunities
- Assist in writing and designing Merit's print and digital collateral
- Perform audits of marketing content and digital presence
- Research and analyze competitive landscape
- Provide data entry and other support for the Development and Marketing database systems
- Process gift acknowledgement letters for Merit donors
- Support the solicitation and stewardship processes for Merit's corporate sponsors
- Assist with logistics for meetings and events, including staffing events as necessary
- Other projects and/or Merit events as assigned

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

The ideal candidate would possess the following qualifications:

- Experience in a professional, academic, or volunteer context with the following:
  - Event planning
  - Graphic design
  - Data entry and database administration
  - Administrative support
- Well organized and detail oriented
- Interest in pursuing a career in the nonprofit sector
- Ability to maintain confidentiality of sensitive information
- Bi-lingual in Spanish (highly preferred but not required)
- Enthusiasm for music and music education

## **Educational Requirements**

Bachelor's degree is highly preferred.

## **Schedule**

20-25 hours per week; occasional evening and weekend flexibility required for events.

## **Compensation**

\$18/hr

## **How to Apply**

Interested candidates should email résumé and statement of interest with the subject line "Development & Marketing Assistant" to: [hr@meritmusic.org](mailto:hr@meritmusic.org)

Your application must be received by Human Resources by the closing date of **January 1, 2019**. Applications received after the closing date will not be accepted.

**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 is committed to enhancing the diversity of our musical community, recognizing that by providing a diverse, equitable, and inclusive learning environment for our students, we are preparing them for personal and professional success in an increasingly multicultural and global society. The Merit community recognizes that it has a responsibility for creating and sustaining a learning environment where difference is valued, and where equity and inclusion are practiced.**

*Merit School of Music encourages individuals from underrepresented populations to apply.*

*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.*