



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement: Summer Camp Aide – General Programs

Description

Merit School of Music is seeking a **Summer Camp Aide** to begin no later than Wednesday, June 19 2019. The summer camp aide is responsible for ensuring smooth implementation of summer programs and camps in cooperation with Merit's program managers and program directors. Merit offers families access to nearly 20 summer camps and a full complement of weekly classes during the summer session. Camps meet at the Joy Faith Knapp Music Center in Chicago's West Loop neighborhood (38 S. Peoria St.)

Summer camp aides will be needed from **June 19 to mid-August** to help with:

- Instrumental & Vocal Music Program Summer Classes
- Early Childhood Program Summer Classes
- Summer Camps & Workshops: Band, Chamber Music, Flute, Guitar, Percussion, Piano, Saxophone, Solo String Workshop, Strings, Trombone, Trumpet, & Voice/Choir
- Alice S Pfaelzer Tuition-free Conservatory Ensembles: Choir, Orchestra, Wind Symphony

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

Summer Camp Aides report to the corresponding **Program Directors and Program Managers**.

Job Responsibilities

Summer Camp Aides responsibilities include, but are not limited to:

- Assisting with basic daily logistics of each assigned camp or program in conjunction with Program Manager and/or Program Director
- Managing and monitoring student activity and lunch period
- Photocopying music for rehearsals and organizing materials as needed
- Assisting conductors during rehearsals
- Collecting and processing student attendance
- Assisting with student scheduling and daily check-in
- Basic data entry
- Assisting other departments (i.e. Student Services, Marketing, library, etc.) as requested
- Other projects as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Professional and punctual
- Detail oriented
- Proactive/self-starter
- Ability to work amicably with staff, parents and students
- An interest in learning more about the field of Arts Administration and/or Music Education
- Experience working with all ages of students desired but not mandatory

Educational Requirements

High School Graduate or equivalent

Successful candidate should have a background in music or music education.

Merit will also consider students currently pursuing a degree in Music Education, Music Performance or Administration; band or string instruments as a primary focus, preferable.

Schedule

(Times may vary as needed)

- June 19 – 20: (Summer Aide Orientation) 11:00 a.m.-3:00 p.m.
- June 24 – 28: (IVM & EC classes, Summer String Orchestra, and Conservatory Wind Ensemble; Trombone, Trumpet, & Tuba/Euphonium Camp)
 - Monday, June 24: 1:30-7:00 p.m.
 - Tuesday, June 25: 1:30-7:00 p.m.
 - Wednesday, June 26: 1:30 a.m.- 7:00 p.m.
 - Thursday, June 27: 1:30-7:00 p.m.
 - Friday, June 28: 10:00 a.m.- 2:30 p.m.
- July 1 - 3: (IVM and EC Classes) 1:30pm – 7:00pm
- July 1 - 5: Days off- 4th of July holiday
- July 8 – July 12: (IVM Piano Camp & Solo String Workshop) 9:30am – 2:30pm
- July 15 – July 19: (IVM Piano & Voice Camps) 9:30am – 2:30pm
- July 22 – August 2: (Band & String Camps) 9:00am – 3:00pm

Compensation

Compensation is \$13.00 per hour.

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.