



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement:

Early Childhood & General Music Program Manager and Lead Teacher

Description

Merit School of Music seeks a highly qualified Early Childhood & General Music professional to start as soon as possible. The administrative portion of this position will provide daily support to the department to ensure smooth activity throughout both on and off-site programming. As a lead faculty member, the position will include teaching within the department as well as additional responsibilities including curriculum development, program growth, and assisting with faculty hiring, placement, and evaluation.

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 **Early Childhood & General Music Program Manager and Teacher** reports to Merit's **Associate Dean**.

Job Responsibilities

Responsibilities of the **Early Childhood & General Music Program Manager and Teacher** include, but are not limited to:

Daily Operations (60%)

- Oversee daily operations of Merit's early childhood and general music programs
- Serve as main point of contact for Merit Music in Communities Program (MMiC) site administrators at schools and community centers housing Merit early childhood and/or general music programs

- Oversee planning and execution of all early childhood and general music programs concerts, informances, and events
- Other duties as assigned

Program Development (30%)

- Assist in hiring, observation/evaluation, development, and retention of quality faculty members in areas of oversight
- Assist in determining faculty teaching assignments/placements and schedules
- Create, implement, develop, and maintain new and existing early childhood and general music programs throughout the Merit continuum in conjunction with Merit's Associate Dean
- Oversee revisions to Merit's early childhood and general music curriculum and assessments in collaboration with department faculty

Finances (10%)

- Oversee and manage program budget for areas of oversight and prepare monthly payroll for faculty in the areas of Early Childhood and MMiC

Teaching (based on availability, qualifications, and class enrollment)

- Deliver high-quality instruction to Early Childhood classes of 5 to 12 students
- Use Merit's curriculum when constructing lesson plans
- Actively recruit of new students and families
- Encourage strong retention of students and families from session to session

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Excellent customer service skills and experience in a fast-paced administrative environment
- Proven success as an accomplished Early Childhood and/or General Music teacher
- Exceptional attention to detail
- Strong ability to communicate effectively and professionally
- Collaborative, collegial nature and interest in working in a team environment
- Self-motivated, disciplined, and highly organized
- Bi-lingual in English and Spanish desired but not required

Educational Requirements

- Bachelor's degree required
- Additional coursework/certifications in early childhood development preferred

Schedule

- 20-25 hours per week of administrative work
- Schedule is flexible but will include some weekday and weekends as needed
- Scheduled hours may vary from week to week depending on work load and time of year
- Teaching load will be in addition to the administrative work and may vary from season to season based on program enrollment

Compensation

Administrative work: \$20.00 per hour

Teaching: \$50.00 per hour (plus round-trip mileage for any classes taught outside of the Joy Faith Knapp Music Center)

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.