



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement:

Band Program Manager

Description

The Band Program Manager is responsible for providing daily support to band teachers in the Merit Music in Communities Programs, the Instrumental Music Program, Private Lessons and the Alice S. Pfaelzer Tuition-free Conservatory. Program Managers are essential in terms of providing supplies and instruments to teachers and facilitating basic communication with parents, students, teachers and off-site administrators.

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 by providing the highest quality music education – with a focus on underserved communities – inspiring young people to achieve their full musical and personal potential.

Reporting Relationship

The Band Program Manager reports to the Band Program Director.

Job Responsibilities

Responsibilities of the Band Program Manager include, but are not limited to:

- Assist with and provide support to on-site and off-site band programs.
- Assist Program Director with the student recommendation process and facilitate student's progress through the Merit Continuum

- Assist Program Director with parent, teacher, student, and off-site partner communications
- Assist with the planning and execution of Merit events and concerts as assigned
- Other activities as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Highly organized
- 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 is highly desirable
- Bi-lingual in Spanish is a plus

Educational Requirements

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

Schedule

- 25-30 hours per week
- Schedule is flexible but will include some weekday afternoons/evenings (3:00-7:00 p.m.) and some weekday mornings (9:00 a.m.-12:00 p.m.)
- Some Saturdays required
- Scheduled hours may vary from week to week depending on workload and time of year

Compensation

The Band Program Manager is an hourly position, paying between \$23,400 and \$28,000 annually.

Interested candidates should send résumé to:

hr@meritmusic.org

No phone calls or faxes please.

Resumes will be accepted until September 13, 2019.

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.