Merit School of Music
Chicago, Illinois

Full-time Position Announcement:

String Program Manager

Description

Merit School of Music seeks a full-time String Program Manager to provide daily support to families, faculty, and staff across all string and orchestra programs. Program Managers are first points of contact for coordinating supplies/instruments, and they facilitate communication with parents, students, and teachers.

Organization Overview

Merit School of Music is a community music school located in Chicago’s West Loop. Our primary goals are to help young people transform their lives and experience personal growth through music by providing access to sustained participation. For more than 40 years, we have been home to a diverse community of talented young musicians and have acted as a springboard for achieving full musical and personal potential. Our 125 passionate and experienced teaching artists provide access to high-quality music education, engaging over 3,000 students annually at our downtown location and in area schools and community centers.

Our students, who reflect the socioeconomic and ethnic diversity of Chicago, have the opportunity to learn together, dream together, teach each other, and broaden their horizons as they build inspiring lives through music. Merit develops musicians and provides young people with the tools they need to excel in life, with virtually 100 percent of our graduates going on to conservatory or college.

Merit School of Music is committed to building a world in which historically underrepresented groups can attain access to quality music education. Simultaneously, Merit is continually working towards becoming an organization that is truly reflective of the demographics of the city and the students we serve. Merit is dedicated to being an inclusive, diverse, equitable, and anti-racist organization and continually examining our efforts in this area.

Reporting Relationship

The String Program Manager reports to the Strings and Orchestras Program Director.

Job Responsibilities

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

- Facilitate communication with students, parents, and faculty within Merit String programming
- Support Merit faculty and staff in collecting necessary data for grant reporting, and by providing supplies and equipment in collaboration with Merit’s Librarian
• Coordinate projects to facilitate student’s progress through Merit’s Continuum of instruction, including student class placement recommendations, auditions, and assessments
• Assist with the planning and execution of Merit events and concerts
• Other activities as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

• Belief in the importance of inclusivity, diversity, equity, and antiracism in music education
• Highly organized and able to manage multiple projects simultaneously and at a high level
• Strong ability to communicate effectively and professionally
• Ability to work well in a team-oriented environment
• Musical background is highly desirable
• Spanish language skills preferred

Educational Requirements

Bachelor’s degree or equivalent experience/training

Schedule

The String Program Manager is a full-time, overtime-exempt position, working 37.5 hours per week. The role will require include availability some weekday afternoons/evenings and some Saturdays. We believe in the quality of life and are committed to keeping the workload in alignment with true hours worked.

Compensation & Benefits

Merit offers a comprehensive employee benefits package, including the following items:

• Salary of $40,000 based on experience.
• Your first 90 days of employment are considered a probationary period. You will be eligible to participate in Merit’s employee benefits package 30 days from date of hire following the first of the month.
• We offer a robust healthcare package including medical (HMO and PPO options), dental (HMO and PPO), vision care, and voluntary life insurance coverage.
• Paid time off (PTO), accrual rate in accordance with the Merit Employee Handbook, and 7 holidays in addition to a winter break (approximately 1 week) (If a holiday falls on a weekend, Merit will observe the holiday on the same day as the Illinois state government).
• Following one year of employment, you will be eligible to invest in Merit’s 401(k) plan.

Further information on our benefits package and employee policies are available upon request.

To apply, please upload your resume detailing your relevant experience and qualifications for this role using this link. Applications will be accepted until through August 1, 2021. Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Applicants will receive confirmation of receipt of their materials and further guidance and updates about the hiring process by e-mail, with interviews provided for finalists.

ALAANA/BIPOM people, trans and gender nonconforming people, and women are encouraged to apply.

For more information about Merit School of Music, please visit 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 and working environment where difference is valued, and where equity and inclusion are practiced.