



Merit School of Music
Chicago, Illinois

Part-time Position Announcement:

Piano, Voice, & Guitar Program Manager

Description

Merit School of Music seeks a part-time **Piano, Voice, & Guitar Program Manager** to provide daily support to families, faculty, and staff across all piano, voice, and guitar programs at the school. Program Managers serve as the first point of contact for coordinating supplies/instruments, daily programming logistics and facilitating communication with parents, students, and teachers.

Organizational 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 **Piano, Voice, & Guitar Program Manager** reports to the **Piano, Voice, & Guitar Program Director**.

Job Responsibilities

Responsibilities of the **Piano, Voice & Guitar Program Manager** include, but are not limited to:

- Facilitate communication with students, parents, and faculty within Merit's piano, voice, and guitar 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, attendance, auditions, and assessments
- Assist with the planning and execution of Merit events and concerts
- Other projects as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate will 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
- Creative, forward-thinking, and passionate about Merit's mission, vision, and core values
- Bilingual in English and Spanish or Mandarin is highly desirable

Educational Requirements

Bachelor's Degree in Music Education, Performance or Arts Management or equivalent experience/training required

Schedule

The **Piano, Voice, & Guitar Program Manager** is a part-time position working 25 hours per week. The role will require 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.

- *Flexible workweek*
- *At least two Saturdays per month required September through May*
- *Some evenings required (especially Mondays, Wednesdays, and Fridays)*

COVID-19 Precautions

Merit School of Music requires all employees to provide proof of vaccination against COVID-19. Please plan accordingly. As mandated by the Governor of Illinois, face masks are required to enter the school. Merit invested heavily in its HVAC system to improve ventilation throughout the building. Work that can be done remotely will continue to occur virtually to limit traffic within the building and prioritize the safety of in-person instruction. This is primarily an in-person role with some remote flexibility dependent on program needs and the Dean's discretion.

Compensation

- Salary of \$26,000 annually (\$20 per hour, 25 hours per week, 52 weeks per year)
- Paid sick leave in accordance with Chicago's Paid Sick Leave Ordinance
- Following one year of employment, you will be eligible to invest in Merit's 401(k) plan.
- Your first 90 days of employment are considered a probationary period.

Further information about 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 **December 19, 2021**. Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Interviews will be provided to finalists.

ALAANA/BIPOC 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 environment where difference is valued, and where equity and inclusion are practiced.