



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement:

Strings Program Liaison - South Shore

Description

Merit School of Music seeks a String Program Liaison for our classes at the Bryn Mawr Community Church (7000 S. Jeffery Blvd) located in the South Shore neighborhood. The Strings Program Liaison will provide on the ground support to Merit string teachers, help to facilitate student recruitment, communication between faculty, parents and school administration, and other logistical aspects involved with running these programs.

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 3,400 students annually at our downtown location and in area schools and community centers.

Our students, who reflect Chicago's socioeconomic and ethnic diversity, have the rare 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 to a conservatory or college.

Merit School of Music is committed to building a world where historically underrepresented groups can access quality music education. Simultaneously, Merit is continually working towards becoming an organization that reflects the city's demographics 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 **Strings Liaison** reports to the **Strings, Orchestra, and Chamber Music Program Director**.

Essential Duties

Responsibilities of **Strings Liaison** include, but are not limited to:

- Serve as the on-site point person for parent questions regarding program schedule, policies, and other general information.
- Provide logistical support to Merit faculty teaching at Bryn Mawr.
- Facilitating student recruitment in collaboration with church administration and Merit staff/faculty.
- Oversee communication with parents of students.
- Facilitate communication between Merit faculty/staff and off-site administration.
- Other projects as assigned and as needed.

Skills and Qualifications

Must-have Characteristics

- Strong communication skills
- Ability to use Microsoft Office (Outlook, Excel, and Word)
- Highly organized and self-motivated
- Ability to work in a fast-paced school environment
- Ability to be flexible and exercise good judgment when making day to day decisions

Preferred, but not required

- Experience working in an education or arts setting.

Schedule

- Thursday evenings from 4:30-7:00 pm; Occasional weekend availability.

Compensation and Application

- \$20-25 per hour, commensurate with experience.

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Please apply before **Monday, December 2, 2024**. Materials should be compatible with Microsoft Word or Adobe PDF.

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

For more information about the 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.