



**Merit School of Music  
Chicago, Illinois**

**Part-time Position Announcement:**

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**Band Program Coordinator – Rachel Carson Elementary School**

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**Description**

Merit School of Music seeks a dedicated Band Program Coordinator to support the thriving band program at Rachel Carson Elementary School, located at 5516 S. Maplewood Ave, Chicago, IL 60629. The Carson band program serves approximately 80–90 students in grades 5–8, providing high-quality music instruction three times a week after school, weekly private lessons, and additional sectionals for first-year students.

The Band Program Coordinator plays a vital role in ensuring the program runs smoothly and students are supported every step of the way. Core responsibilities include coordinating schedules for lessons, rehearsals, auditions, and events; communicating regularly with students, families, Carson staff, and Merit faculty; assisting with recruitment and maintaining instruments and supplies; and supervising students during rehearsals and bus transportation for Saturday Conservatory and summer programming.

This is a part-time, hourly position during the academic year (September–May) and select summer weeks (June–August). The ideal candidate is organized, bilingual in Spanish and English, and committed to Merit's mission of providing equitable access to transformative music education for Chicago youth.

**Organization Overview**

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

Merit's students, who reflect the socioeconomic and ethnic diversity of Chicago, 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 on to conservatories or college.

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

**Reporting Relationship**

The **Band Program Coordinator** reports to the **Band Program Director**.

## Essential Duties

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

### Program Coordination & Communication – 70%

- Serve as the primary liaison among students, families, Carson staff, and Merit faculty to ensure clear and timely communication about schedules, expectations, and program updates.
- Coordinate and maintain the schedule for private lessons, sectionals, and auditions in collaboration with Merit faculty, Carson administration, and families.
- Support the organization, distribution, and maintenance of instruments and related supplies.
- Assist with student recruitment and auditions for the Carson band program.

### Supervision of students – 30%

- Supervise students before, during, and after band activities, including rehearsals, sectionals, private lessons, and auditions.
- Provide supervision and support during bus transportation for Merit's Saturday Conservatory program and summer camp, ensuring student safety and appropriate behavior.

## Skills and Qualifications

### Must-have characteristics:

- Conversational Spanish language skills (required to communicate effectively with students and families).
- Strong organizational, supervisory, and communication skills.
- Demonstrated ability to collaborate and build positive relationships with students, families, faculty, colleagues, and school administrators.
- Dependable, punctual, professional, and responsive, with a flexible and adaptive approach.
- Commitment to representing Merit School of Music's mission and values with professionalism and care in all interactions.
- Deep belief that every person's inherent worth must be recognized and honored, and is comfortable speaking about issues of identity, power, and difference in clear, respectful, and specific ways.

### Preferred, but not required:

- Experience working in a school music program or similar educational setting.
- Familiarity with coordinating programming in partnership with school staff and administration.

## Schedule

The Band Program Coordinator can expect to work **up to 29 hours per week**, Monday through Saturday, during the academic year (September–May), and **up to 15 hours per week**, Monday through Friday, during select weeks in the summer (June–August).

- **Private lessons:** Monday–Friday, between **11:00 am and 5:00 pm** during the academic year.
- **Band rehearsals and sectionals:** Mondays, Wednesdays, and Fridays, **2:50 to 5:50 pm** during the academic year.
- **Saturday Conservatory bus supervision:** Carson students travel by bus from Carson to Merit's Saturday Conservatory program throughout the school year. The coordinator supervises students on the bus during the **7:15 am** departure and **4:00 pm** return trip.
- **Summer Camp Bus Supervision:** During summer camp, the coordinator supervises students on the bus for the **8:45 a.m.** departure and the **4:45 p.m.** return trip.

**Note:** The coordinator is only responsible for supervising students during bus transportation and does not stay for the Conservatory or camp day.

## Compensation and Benefits

- The band program coordinator is an hourly position with a rate of \$20 to \$25 per hour, commensurate with experience.
- All part-time employees earn paid time off and paid sick leave according to the Chicago Paid Sick and Safe Leave Ordinance.
- 401k eligibility begins after one year of employment and 500 hours worked and includes a 3% employer contribution.

## How to Apply

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). **Applications will be accepted through July 20, 2025.** Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Applicants will receive confirmation of receipt of their materials via Airtable, and finalists will be invited to interview.

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](http://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.