



# Program Coordinator

## Part-Time Position Announcement

Chicago, Illinois

### DESCRIPTION

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Merit School of Music seeks a Program Coordinator to provide dedicated administrative and operational support to the Program and Chicago Musical Pathways Initiative (CMPI) teams. Working 30 hours per week and reporting to the Director of Program Operations, this part-time role supports the day-to-day needs of Merit's programming operations, from managing calendars and coordinating logistics to maintaining partnerships and supporting major events.

The Program Coordinator is a central connective role that supports staff, students, families, and outside partners across Merit's three branches and 25+ community sites. A passion for upholding the dignity of everyone we interact with, and for Merit's mission to provide access to high-quality music education, is a must. This position is a strong fit for someone who is highly organized, collaborative, and energized by the opportunity to help a community music school run at its best.

### ORGANIZATION OVERVIEW

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Merit School of Music is a nationally accredited community music school headquartered in Chicago's West Loop, with additional branches in Chicago's Old Town and South Shore neighborhoods. Merit's 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 45 years, Merit has been home to a diverse community of talented young musicians and has served as a springboard for them to achieve their full musical and personal potential. Our 125+ passionate and experienced teaching artists provide access to high-quality music education, engaging between 2,500 and 3,000 students annually through programming at three branches and in 25+ schools and community centers across the Chicago region.

Merit 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 equips young people with the tools they need to excel in life; virtually 100 percent of Merit graduates attend conservatories or colleges, with 50 percent choosing to study music at the postsecondary level.

Merit School of Music is committed to building a world where historically underrepresented groups can attain access to quality music education. Simultaneously, Merit endeavors to be an organization that genuinely reflects Chicago's richly diverse community. Merit is dedicated to being an inclusive, diverse, equitable, and anti-racist organization and continually examining our efforts in this area.

### REPORTING RELATIONSHIP

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The Program Coordinator reports to the Director of Program Operations.

## **ESSENTIAL DUTIES**

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

### **Program Administration - approximately 75%**

- Maintain internal and external calendars for staff, faculty, students, and families.
- Collaborate with the Program and Marketing teams to produce the monthly program newsletter and weekly Conservatory newsletter, while supporting additional general communications to students and families.
- Update and maintain Merit Music in Communities (MMIC) quotes and service agreements for school partners.
- Manage rental contracts for program-related partnerships.
- Maintain systems, databases, and records, including internal budgets, handbooks, performance trackers, and external partnership systems.
- Coordinate logistics for external student activities, including transportation, competition submissions, and travel arrangements.
- Manage communication and distribution of donated tickets and external scholarship opportunities to Merit families.
- Learn the Merit Library's systems and methods to provide additional support during peak hours.
- Support the Program team with administrative tasks and other assigned duties during peak periods.

### **Event Coordination & Support - approximately 15%**

- Plan and coordinate student and family orientations.
- Coordinate logistics for off-site student performances in partnership with the Program team and external partners.
- Collaborate with the Program and Marketing teams to prepare event materials, including concert programs, signage, and check-in stations.
- Collaborate with the Program Events Manager on the execution of private lesson recitals.
- Coordinate special program events, including room reservations, catering, and invitations.
- Support the Chicago Musical Pathways Initiative (CMPI) team with communications, materials collection, and space reservations.
- Assist as support staff at Merit events.

### **Cross-Departmental Support - approximately 10%**

- Support ongoing development of Merit's Branch locations in Old Town and South Shore.
- Assist the Director of Program Operations with cross-departmental projects and requests as needed.



## KNOWLEDGE, SKILLS, AND ABILITIES

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### Must-Have Characteristics

- Bachelor's degree or 1-3 years of experience in administrative support, communications, or a related field.
- Strong written and verbal communication skills that affirm and uphold the dignity of a wide range of constituents, including colleagues, students, families, and external partners.
- Demonstrated ability to work both collaboratively and independently on congruent projects.
- Highly organized, reliable, and detail-oriented, with a consistent track record of follow-through.
- Proficiency in Microsoft 365 (Outlook, Word, Excel) and experience with database or room reservation systems.

### Preferred, But Not Required

- Experience in music, the arts, education, or the nonprofit sector.
- Bilingual or multilingual fluency, particularly in Spanish or Mandarin.
- Familiarity with HubSpot, Amilia SmartRec, and Asana.

## SCHEDULE

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This is a part-time position, working 30 hours across four days each week. Specific days and hours will be determined in coordination with the Director of Program Operations. A typical schedule looks like the following:

Monday - 9:30am-5:30pm (remote)

Tuesday-Thursday - 9:30-5:30pm (in-person)

This role is primarily in-person. Remote work is available during off-peak times and is scheduled in coordination with the Director of Program Operations, based on the role's needs throughout the year. In-person work may include evenings and weekends during peak event seasons and Saturdays during the academic year.

## TECHNOLOGY IN HIRING

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At the Merit School of Music, we believe in a human-centered recruitment process. While our team occasionally leverages generative AI tools to assist with administrative tasks, such as formatting job descriptions or summarizing interview notes, we do not use algorithms, automated screening software, or AI platforms to evaluate, rank, or screen applicants. Every application and hiring decision is reviewed and made entirely by human hands and minds.



## COMPENSATION AND APPLICATION

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

- Salary of \$40,000 based on experience.
- The first 90 days of employment are considered a probationary period. Employees are eligible to participate in Merit's employee benefits package 30 days from the date of hire, following the first of the month. For example, an employee starting on August 2 would begin their insurance benefits on October 1.
- BCBS medical insurance (HMO and PPO options), Delta Dental (HMO and PPO), with 80% of employee premiums and 50% of dependent premiums paid by Merit.
- EyeMed vision care and Mutual of Omaha voluntary life insurance coverage are offered at the employee's expense.
- One day of paid time off (PTO) earned for each month worked during your first year. One and a half days earned per month in your second year. The annual PTO accrual continues escalating through the seventh year of employment.
- One hour of paid sick leave earned per 40 hours worked, according to the Chicago Paid Sick & Safe Leave Ordinance.
- Eight paid holidays plus a company-wide paid winter break (Christmas through January 2).
- Following one year of employment, you will be eligible to participate in Merit's 401(k) plan, including a 3% employer contribution.

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

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Please apply before **Monday, June 22, 2026**. 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](http://www.meritmusic.org).

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*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 its responsibility to create and sustain a learning and working environment where difference is valued and equity and inclusion are practiced.*