



Part-Time Position Announcement

Band Program Coordinator – Rachel Carson Elementary School

Chicago, IL

DESCRIPTION

Merit School of Music seeks a part-time Band Program Coordinator to help manage the band program at Rachel Carson Elementary School, located at 5516 S. Maplewood Ave, Chicago, IL 60629. The program serves 100-110 students in grades 4-8, who receive band instruction three times a week after school, along with weekly private lessons and, for first-year students, weekly sectionals. The Band Program Coordinator is the first point of contact for communication between students, parents, and staff and faculty at Carson and Merit, coordinating lesson schedules, auditions, and other band events with school administration, supervising students during rehearsals and transportation, and supporting recruitment and the maintenance of instruments and supplies.

Reporting to the Band Program Director, the Coordinator works Monday through Saturday during the academic year (September-May) and Monday through Friday during select weeks in the summer (June-August). 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.

ORGANIZATION OVERVIEW

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 studying 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

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

JOB RESPONSIBILITIES

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

Communication and Coordination -- 45%

- Communicate with students, parents, and staff and faculty at Carson and Merit to share important information and updates regarding the Carson band program
- Coordinate private lesson schedules for students in collaboration with Merit faculty, Carson administration, and families
- Coordinate auditions and other band events with school administration

Supervision of Students -- 30%

- Supervise students during band activities, including waiting for rehearsals and transitioning to private lessons
- Supervise students during bus transportation between Carson and Merit for Saturday programming and summer camp

Instrument, Supply, and Recruitment Support -- 15%

- Assist with managing instrument and supply distribution
- Support recruitment and audition efforts for the band program

Other Duties as Assigned -- 10%

SKILLS AND QUALIFICATIONS

The ideal candidate will possess the following knowledge, skills, and abilities:

Must-Have Characteristics

- Spanish language skills are required to communicate effectively with Carson families
- Strong supervisory, organizational, and communication skills
- Punctual, professional, and collegial, with a flexible and adaptive disposition
- Ability to collaborate and communicate effectively with faculty, colleagues, and school administrators
- Willingness to serve as an ambassador for Merit School of Music, representing the organization professionally in all settings and encouraging families and students to pursue their musical studies at the deepest levels
- A genuine commitment to Merit's mission and to dignity-centered communication with students, families, and colleagues

Preferred, But Not Required

- Experience working with school staff and administration to support programming
- Knowledge of school music programs

SCHEDULE

- The band program coordinator can expect to work up to 30 hours per week Monday-Saturday during the academic year (September to May), and up to 15 hours per week Monday-Friday during select weeks in the summer (June-August).
- Private lessons occur Monday through Friday between 9:30 am and 4:00 pm during the academic year.
- Band rehearsals and sectionals occur on Mondays, Wednesdays, and Fridays from 2:50 to 5:50 pm during the academic year.
- Merit offers bus transportation for Carson students to attend Merit's Saturday Conservatory program during the school year and summer camp at Merit. Students in the Conservatory will ride the bus from Carson to Merit at 7:15 am on Saturday mornings and will return to Carson at 4:00 pm. Students participating in summer camp will ride the bus at 8:15 am and return to Carson at 5:00 pm. The coordinator is responsible for supervising the students on the bus only and will not need to stay during programming.

TECHNOLOGY IN HIRING

At 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

The band program coordinator is an hourly position with a rate of \$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](#). **Applications will be accepted through August 6, 2026.** Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Applicants will receive confirmation of receipt of their materials via email, with interviews provided to finalists.

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.