



## Program Coordinator: Orchestra, Chamber Music and Summer Programs

Reports to: President

Salary: Commensurate with Experience, \$28,000-\$32,000

Hours: Full-time work with regular weekend hours and occasional evenings, Exempt position

### Duties/Responsibilities:

#### Communication:

- Act as first point of contact for questions and requests for information from members and the public
- Assist as primary communications contact among Orchestra, Chamber Music, Summer Programs students, families, faculty, and staff
- Update and assist in maintaining classical program calendars and information on Program webpages
- Communicate with Marketing/Communication/PR/Development staff to provide input into marketing and development materials such as brochures, newsletters, concert programs, and press releases, to meet marketing and development goals
- Cultivate and nurture relationships with faculty, private teachers and school music directors

#### Managerial:

- Develop concert programs for all Orchestra, Chamber Music, Summer Program events
- Arrange for transportation of all equipment and music to concert locations and back, including moving equipment if necessary
- Act as stage manager for 20+ concerts, soirees, and master classes annually
- Manage volunteers on tasks related to concerts and performance classes
- Manage a team of work study students on office projects and in the maintenance of the equipment and music library inventories

#### Administration:

- Arrange for students to receive music by providing or posting music to be performed on the Member Page for student access
- Utilize Microsoft Access/Google Docs to maintain an accurate record of student/faculty attendance; follow up with delinquent students
- Assist in developing calendars/schedules, recruiting students for MYAC Summer Programs
- Schedule and proctor all orchestra seating auditions
- Assist in coordinating MYAC Composition Contest
- Assist in coordinating MYAC Named Merit and I Solisti Scholarship applications
- Work with accounting team to complete monthly faculty payroll
- Assist in securing groups and organizing logistics for paid chamber ensemble gigs
- Assist in the organization of the Chicago Double Reed Festival, Chicago Bass Festival and Chicago Viola Festival
- Assist in organizing the Walgreens Concerto Competition and Discover Chamber Music Competition
- Coordinate the competition application processes for chamber music groups
- Work with the President and Directors to assist with organizing and supervising tours

#### Representation:

- Represent MYA Conservatory at events

## Qualifications:

### Required:

- Music, business or marketing-related degree or equivalent professional qualifications: BA required
- Organization and planning
- Adaptability, innovation, judgment
- Personable and able to work within a customer service framework
- Ability and willingness to complete a job no matter what or how long it takes
- Excellent written and verbal communication skills
- Leadership and consensus building skills
- Must be a “self-starter”
- Experience with Microsoft Office (Word, Excel, Access) required
- Understanding and use of technology for recording concerts, digitizing to hard drive, creating DVD/CD
- Familiarity with social media platforms (Facebook, YouTube, LinkedIn)
- Must be able to lift and move equipment (music stands, chairs, percussion, amplifiers, etc.) if needed
- Five-day work weeks include Saturdays (weekly rehearsals) and Sundays (concerts, when needed) with flex time possible

### Preferred:

- Management, administrative and strategic planning experience with a proven track record in developing and administrating a community music program experience preferred
- Knowledge of classical music and music education fields
- Familiarity with HTML and photo-editing software preferred

MYA Conservatory offers a full benefit package including three weeks (fifteen 8 hour days) of Paid Time Off per year plus one day per year of employment, health insurance (employer pays 75%), disability insurance, life insurance, retirement (matching 3% after 1 year), RTA Train Pass Program and is an equal opportunity employer.

To Apply: Please email letter of interest, resume/cv, and salary requirements to [allandennis@mya.org](mailto:allandennis@mya.org). NO TELEPHONE CALLS ACCEPTED. Applications will be reviewed as soon as letter, resume and salary requirement are received as we would like to fill position immediately.