



With a vision to create an exceptional environment for young musicians, **Midwest Young Artists (MYA)** reaches over 900 students from more than 74 cities in the metropolitan Chicago area, with students ranging in age from 2nd through 12th grades. In addition, MYA offers classes for early childhood development. MYA strives to provide the highest quality music experience for young musicians nationwide. MYA expects the best out of its students and provides a supportive and nurturing environment. It is a place where students are able to grow with their peers in a competitive, yet friendly atmosphere. MYA has 8 youth orchestras, more than 60 chamber music ensembles, 4 choral groups, 3 jazz big bands, numerous jazz combos, a wind symphony, and classes in music history, theory and composition. Students have the opportunity to travel abroad and to perform in major venues throughout Chicago and around the world. Leading the nation in chamber music instruction, MYA graduates are accepted at the most selective conservatories, universities and colleges in the country.

Program Coordinator

Supervised By:	Executive Director
Duties/Responsibilities	<ul style="list-style-type: none"> • Take a lead working with Executive and Artistic Directors to plan each season so that we have a good mix of concerts, outreach and activities. • Make sure that all program calendars are updated and do not conflict, taking lead when program schedules are determined for each season. • Maintain the <i>Building Use Calendar</i> to make sure there are no conflicts and there is room for: 1) ensemble rehearsals, master classes and performances; and secondarily 2) private teaching and other building usage. Responsible for prioritizing needs when there are conflicts. • In collaboration with program administrative assistants, oversee website as it relates to program information, making sure that each program's information is current, and that music and information is posted under Ensemble Information as much as possible. • Oversee auditions process for entrance into MYA Programs. • Take a lead in the development of MYA's Summer Program offerings each year with same responsibilities of developing calendar, schedules, website, overseeing process and status of enrollment. • Solicit advertisers for annual concert program book, and oversee putting that book together for the year. • Oversee Instrument Collection, making sure instruments are accounted for and in good repair. • Oversee all music and recording libraries with the assistance of work study personnel and in cooperation with the faculty directly involved. • Arrange for transportation of all equipment and music to concert locations and back. • Manage volunteers in a way that will attract, maintain and train a large volunteer force that will be involved in MYA activities and, therefore, reduce the amount of work required by MYA Staff. • Work with Marketing/Communication/PR/Development staff to provide input into marketing and development materials such as brochures, newsletters, and press releases, to meet marketing and development goals. • Cultivate and maintain strong communication and build relationships with faculty, private teachers and school music directors. • Build relationships with MYA families, and respond to parent questions and concerns for all programs, when the program administrators are not available or need assistance. • Coordinate and oversee the schedules of program administrative assistants as they relate to coverage of all rehearsals and events. • Utilize and assist in managing work-study students for above responsibilities. • Work with Executive Director to create budget for all program areas and monitor this process and cash flow throughout the year. • Take leadership role in representing MYA at events. • Take leadership role in meeting annual goals of MYA's Strategic Plan. • Full time includes Sunday 12:00-8:30, M-Th (tba), Fi-Sa (for special events, only)

Salary: Full time: \$25,000 a year on an academic calendar

Benefits:

- 3 weeks (15 days) vacation (plus one additional day per year after one year of employment) plus 7 vacation days = total of 22 paid vacation days in first year of employment
- MYA pays 75% of health insurance with a \$1,000 deductible
- Disability Insurance
- Life Insurance
- MYA matches up to 3% of employee's contribution to a Simple Retirement Plan after one year of employment
- Employee tuition waiver for one large ensemble

Education and Experience:

- Music, business or marketing-related degree or equivalent professional qualifications: BA (required), MA, PhD/DME (a plus)
- High level of administrative and management skills, experience preferred
- Knowledge of music and music education fields
- Experience with Microsoft Office (Word, Excel, Access) required.
- Familiarity with HTML and photo-editing software preferred.
- Familiarity with social media platforms (Facebook, YouTube, LinkedIn) preferred.
- Understanding and use of technology for recording concerts, digitizing to hard drive, creating DVD/CD

Key Competencies:

- Personable and able to work within a customer service framework
- Management and strategic planning experience with a proven track record in developing and administrating a community music program
- Excellent written and verbal communication skills
- Organization and planning
- Leadership and consensus building skills
- Must be a "self-starter"
- Ability to finish a job no matter what or how long it takes
- Adaptability, innovation, judgment

To apply, please send – electronic preferred - current resume and cover letter to:

Dr. Allan Dennis, Founder and Executive Director MYA 878 Lyster Road Highwood, IL 60040

allandennis@mya.org

For more information about Midwest Young Artists, check out:

www.mya.org

www.WMYA.fm