



Program Coordinator: Classical Music and Summer Programs

Reports to: President

Salary: Commensurate with Experience

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

Duties/Responsibilities:

- Collaborate with president and artistic directors to plan each season so there is good mix of concerts, outreach and activities
- Update and maintain classical program calendars
- Update information on program webpages, ensure that music is posted on the Member Page for student access
- Utilize Microsoft Access to maintain an accurate record of program attendance; follow up with delinquent students on behalf of the accounting team
- Work with accounting team to complete monthly faculty payroll
- Develop calendars and schedules, recruit students, secure faculty for MYA Conservatory's Summer Programs
- Schedule and proctor all orchestra and chamber music auditions
- Arrange for transportation of all equipment and music to concert locations and back
- 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
- Coordinate the competition application processes for chamber music groups
- 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
- Secure groups and organize logistics for paid chamber ensemble gigs
- Serve as an alumni liaison for two annual concerts; manage associated details
- Prepare and send mass email communications to students, family, faculty, and staff
- Cultivate and nurture relationships with faculty, private teachers and school music directors.
- Act as the first point of contact for questions and requests for information from members and the public
- Work with the Executive Director to organize and supervise aspects of tours
- Represent MYA Conservatory at events
- Take leadership role in meeting annual goals of MYA Conservatory's strategic plan
- Manage the Young Music Scholars program
- Produce the Chicago Double Reed Festival, Chicago Bass Festival and Chicago Viola Festival
- Take an active role in the production of Walgreens Concerto Competition and Discover Chamber Music Competition

Qualifications:

- Music, business or marketing-related degree or equivalent professional qualifications: BA required
- Management, administrative and strategic planning experience with a proven track record in developing and administrating a community music program; three years experience preferred
- Knowledge of classical 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
- Personable and able to work within a customer service framework
- 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
- Bilingual in Spanish a plus

MYA Conservatory offers a full benefit package, and is an equal opportunity employer.

To Apply: Send a resume and salary requirements to mya@mya.org.