



## Position Announcement: **Part-Time Jazz Program Coordinator or Full-Time position includes Office Assistant Position**

Midwest Young Artists Conservatory (MYAC) is seeking a highly organized administrator who is passionate about music education to join our team as a Jazz Program Coordinator part time or add Office Assistant work and do a full time position. The successful candidate will thrive on organizing rehearsals, master classes, concerts and events, and keeping on top of faculty, student and parent needs. MYAC is located in Highwood, IL, and is a short walk from the Fort Sheridan Metra UP-N line station.

This part-time or full-time position is ideal for a highly organized individual able to work in a busy-paced environment. Interest and/or experience as a jazz musician is helpful.

### **Responsibilities for Jazz Coordinator Part-Time Position**

- Administrative position, coordinating MYAC's Jazz Music Programs.
- Schedule auditions for students auditioning for the Jazz Program.
- Take lead, working with Ensemble Directors, Orchestra/Chamber Music Coordinator and President, to plan each season so that MYAC has a musical, educational, social mix of concerts, outreach programs, and other activities.
- Manage program/ensemble scheduling, ensuring that activities do not conflict and that all program calendars are updated.
- Provide communication among students, parents, faculty, staff, school directors, private teachers concerning Jazz Program activities.
- Take leadership role in recruitment efforts for all MYAC Programs.
- Setup/breakdown equipment for weekly Sunday rehearsals.
- Arrange for transportation of all equipment and music to and from concert locations for performances.
- Utilize and manage work-study students to assist in above responsibilities.
- Help recruit, train, manage, and retain a large parent volunteer force to assist MYAC staff.
- Maintain and manage YouTube channel and cloud storage of performance video/audio Jazz recordings.
- Work closely with leadership to meet annual goals of MYAC's Strategic Plan.

**Starting Salary:** Part-time Jazz Coordinator Position: \$22/hour; full time Jazz Coordinator and Office Assistant \$45,000 with benefits included

### **Hours:**

- Full (Jazz Coordinator and Office Assistant) or Part time position (Jazz Coordinator, only).
  - Sundays and one day a week with occasional Saturdays during the school year.
  - One week summer day jazz camp.
  - 4 weeks, 2 evenings a week in summer.
  - Minimal weekend hours during the summer.
- Flexible weekday hours.

### **Education and Experience:**

- Music, business/administration, or marketing-related degree or equivalent professional qualifications: Bachelor's degree required, Master's or Doctorate a plus.
- High level of administrative and management skills.
- Knowledge of music and music education fields.
- Proven track record of program management, planning, and development experience. Community music program experience a plus.
- Experience with Microsoft Office (Word, Excel, Access) and Google required. Salesforce competency a plus.
- Proficiency with social media platforms (Facebook, YouTube, LinkedIn).
- Ability to work with video/audio recordings in a digital environment.

### **Key Competencies:**

- Personable and customer service focused.
- Excellent written and verbal communication skills.
- Excellent organizational, analytical, and communication skills.
- Leadership and consensus-building skills.
- Attention to detail.
- Must be a self-starter with consistent, independent follow-through.
- Adaptability, innovative, demonstrates good judgment at all times.
- Willingness to manage tasks/events to the end, requiring flexibility in hours when needed.
- Uncompromising integrity and good moral character. Calm under pressure.

### **Application Process**

- Send cover letter and resume to: Allan Dennis, Founder and President via email: [allandennis@mya.org](mailto:allandennis@mya.org)
- Application deadline: We will review and decide as applications come in.

### **About Midwest Young Artists Conservatory**

Midwest Young Artists Conservatory (MYAC) is one of the premier pre-collegiate music ensemble programs in the nation. MYAC provides orchestral, jazz, choral, and chamber music ensembles of the highest quality for over 900 students from throughout Chicagoland and beyond. Additional programs include childhood music classes, summer camps, concerto and chamber music competitions, instrument festivals, master classes, and more.

MYAC's world-class faculty supports students of all ages, abilities, and backgrounds, in a challenging yet nurturing atmosphere. MYAC is dedicated to ensuring that each student reaches his or her highest potential as both an artist and an individual.