



## **JOB POSTING: PROGRAM COORDINATOR**

Deadline to apply: August 18, 2021.

Start Date: September 1, 2021 (flexible).

Location: Harmony School of Music located at Coe College, Cedar Rapids, IA, USA.

Hours: Part-time 15-20 hours weekly, flexible scheduling (in-person and virtual). Arranged with the Executive Director. Two weeks paid vacation.

Compensation: salary commensurate with training and experience.

## **ABOUT HARMONY SCHOOL**

### *Our vision*

- *Embody the **spirit of musical excellence** as a partner in the El Sistema global movement.*
- *Stand as a **safe and loving space** where all students are embraced for their uniqueness.*
- *Support the full **academic, creative, and social potential** of every child.*
- *Exemplify a life of **inclusion, integrity, and love** as an organization and as individuals.*

Harmony School of Music transforms lives through inclusive music education. Our purpose is to empower youth and encourage positive development by creating a diverse, equitable, safe space for music education. We nurture skill, creativity, achievement, and resilience in students. Our curriculum explores identity, respect, and power through music. All programs are free of charge to students and prioritize those who have been traditionally marginalized.

The Harmony School of Music is committed to providing an environment that is welcoming to every person. In all its programs and practices, Harmony School prohibits discrimination and harassment of any kind based on race, national origin, gender, age, disability, religion, gender identity or sexual orientation, or any other characteristic protected by federal, state or local law.

## **DUTIES**

### Programming and Curriculum

- Co-create and implement learning objectives, curriculum, and assessments based in El Sistema practices for musical excellence and positive youth development.
- Ensure continuation of holistic program including healthy snacks, homework assistance, and recess breaks.
- Produce student performances in collaboration with staff and volunteers, leading/assisting with concerts, workshops, field trips, etc.
- Oversee open and constructive lines of communication with Coe College, student families, and program partners in the Cedar Rapids metro area, building collaborative relationships.

### Enrollment and Recruitment

- Manage new student intake processes and communications.

- Maintain a database of accurate program information including student demographics, attendance, progress, and class schedules.
- In coordination with the Executive Director and communications staff and volunteers, advertise and implement recruiting campaigns in advance of fall, spring, and summer terms.

#### Staff Management and Support

- Support Teaching Artists, interns, and classroom volunteers with thorough and ongoing training and constructive feedback within a collaborative and nurturing framework.
- Lead staff and volunteers in specific plans and projects toward the accomplishment of program objectives.
- Attend El Sistema professional development sessions and conferences.

#### Operations

- Manage instrument inventory.
- In collaboration with the Executive Director, recruit and manage Coe College interns and volunteers.
- Communicate constructively with students, parents, site partners, and other stakeholders concerning scheduling, instrument issues, and additional logistics as needed.

### **QUALIFICATIONS AND CHARACTERISTICS**

- Strong and passionate commitment to El Sistema's philosophy of social change through music, and the mission, vision, purpose, and values of HSM.
- Bachelor's degree or higher required. Preferred fields: music education, management, arts administration, etc.
- Teaching/mentoring experience required. Experience working with children required.
- Broad orchestra and/or band experience required. Professional performance experience preferred.
- Ability to lead and collaborate successfully with a diverse population of students and colleagues.
- Exceptional administrative and organizational skills; ability to juggle multiple priorities and manage staff to everyone's best abilities.
- Excellent verbal and written communication skills including meeting facilitation, public speaking and presenting, and ability to write professionally for a variety of audiences.
- Skilled in applications including Google Suite, Canva, Microsoft Office Suite, and Adobe Acrobat Reader. Social media, YouTube, Apple OS, and CRM experience preferred. Must show ability to learn new technologies quickly.
- Reliability, punctuality, flexibility, enthusiasm, and welcomes feedback as a driver of personal growth.
- Must submit to and pass a background check.

Applicants should submit a resume/CV, 2 references' contact information, and a cover letter explaining 1. their interest in the position and 2. why they are the best fit for the job. For information or to apply please contact Executive Director Jessica Altfillisch at [jessica@harmonyocr.org](mailto:jessica@harmonyocr.org).