

ENCORE MUSIC ACADEMY

POSITION DESCRIPTION PROGRAM COORDINATOR

MISSION: To cultivate the innate musical abilities within each individual in a welcoming and nurturing environment.

VISION: To EXCEL: Empower EXcellence in Character by Experience and Leadership in Music.

REPORTS TO: Executive Director

DESCRIPTION: Provides organizational and managerial support for the programs of the Encore Music Academy.

QUALIFICATIONS: Bachelors Degree or equivalent work experience. A strong background in music and interest in Arts Administration preferred. Excellent computer fluency, communication skills, attention to detail and ability to work in a team environment. Candidate will exhibit enthusiasm, professionalism and arts advocacy.

DUTIES AND RESPONSIBILITIES:

1. Communication
 - a. Answer daily questions about EMA and its programs via email and phone calls.
 - b. Facilitate communication between faculty, students, families and administration
 - c. Manage volunteer database, recruit and oversee parent volunteers as requested
 - d. Create and distribute email and/or text communication, social media posts as necessary for all programs with input from administrative and artistic staff
 - e. Meet weekly and as needed with administration and artistic staff
2. Administration
 - a. Assist with and provide on-site support to event preparations, execution and subsequent evaluation for all rehearsals, retreats, concerts, tours, competitions and special events as requested
 - b. Maintain accurate attendance records and provide to faculty as requested
 - c. Distribute, collect and organize payments and forms as required
 - d. With office manager, receptionists and parent volunteers, oversee maintenance, organization, distribution, collection and upkeep of the music library
 - e. Provide support to artistic staff as needed to order music and transpose parts as requested
3. Membership
 - a. Coordinate, schedule and oversee placement interviews and auditions for all programs with artistic staff, office manager and parent volunteers
 - b. With receptionists, maintain accurate database information, provide updated rosters, class lists, enrollment data as requested by faculty or staff
 - c. Encourage enrollment in upcoming programs by contacting prospective and current students through phone calls, mailings, e-mails, and social media posts
4. Public Relations
 - a. Present positive image to students, families, donors and members of the community regarding EMA and its programs.
 - b. Embody EMA's vision and mission within private and public spheres