

String Site Coordinator Job Description



Reports To: String Site Director

Status: 20 hours per week on program weeks only (26 weeks)

Start Date: November 5, 2018

End Date: June 14, 2019

Salary: Hourly

Program Summary:

Based in Paterson, New Jersey, the **Paterson Music Project (PMP)** is an El Sistema-inspired program of the Wharton Institute for the Performing Arts that uses music as a vehicle for social change by empowering and inspiring children through the community experience of ensemble learning and playing. PMP provides intensive, low-tuition musical training to students throughout Paterson after school. Students study a primary instrument and participate in ensemble practice and instrumental sectionals. Students perform frequently for the school and community. PMP also offers a Saturday Community Music Program which includes a citywide orchestra, choir, and private lessons. PMP now serves 250 students in grades 1-8 from various Paterson Public Schools including the Community Charter School of Paterson, School 1, School 26, School 15, and Norman S. Weir Elementary School.

Position Summary:

Reporting to the String Site Director, the String Site Coordinator is responsible for all on-site operations of an El Sistema-inspired program at Paterson School 1. The String Site Coordinator will be responsible for daily programming, logistics, record keeping, parent and school communication, behavior management, and inventory.

The PMP String Site is a collaboration between Wharton Institute for the Performing Arts, the Paterson Public Schools, and the Community Charter School of Paterson. The String Site serves up to 150 students in grades 1-8 from over 6 different Paterson Public Schools. The program takes place at School 1 every Monday, Wednesday, and Thursday from 3:00-6:15pm. CCSP students are bussed to the site each day. The site has 15 Teaching Artists, 1 High School Assistant, and 1 College Intern.

Job Responsibilities include but are not limited to:

Daily Programming

- Assist in the implementation of daily programming needs as created by Site Director including, but not limited to, room assignments, equipment set up/break down, transitions (both before and during program), and snack.
- Coordinate the pick-up and dismissal process.
- Assist in the implementation of program events and concerts.

Administrative Tasks

- Support Site Directors in the annual design and implementation of all PMP programs.
- Support PMP programs through administrative tasks including but not limited to: ensure PMP rosters are updated and accurate throughout the year, assist with the PMP student database, collect and track payments, assist with curriculum preparation, maintain student attendance records, and create student attendance reports for the Site Director.
- May be asked to attend leadership team meetings and external meetings with partners and stakeholders.

Communication

- Develop relationships with students and parents.
- Distribute announcements and notifications for parents and students as created by the Site Director.
- Communicate with parents or guardians about any relevant issues including but not limited to, upcoming events, program updates, via email, letter, home, phone calls, or verbal communication.
- Create reports on student registration, payments, and scholarship information for Site Director.
- Create an email newsletter for parents with information about rehearsals, ticket offers, road closures, and other pertinent information.
- Answer family emails and phone calls promptly and relay relevant information to other staff members when necessary.

Student Management

- Implement program and behavior policy as created by Site Director.
- Manage students in large group and transition settings on site and at events.
- Assist TAs with behavior management.

Inventory and Maintenance

- Manage instrument and supply inventory list. Document damages and repairs.
- Assist in the implementation of the instrument loan process.
- Assist in the equipment transport, loading/unloading and set up for concerts and special events at all PMP sites and concert venues.

Qualifications and Special Requirements:

- Bachelor's degree or equivalent experience; musical knowledge preferred.
- Strong organizational and administrative skills a must. Ability to meet deadlines.
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community.
- Spanish language ability strongly preferred.
- Experience working with children in a group setting and behavior management skills.
- Availability to work on site from 3:00-6:45PM and complete the remainder of the hours at the PMP Office.. There will be occasional weekend and evening work.
- A car; will need to drive between PMP office and PMP sites.
- Ability to work collaboratively with colleagues and staff to create a team-oriented environment.
- Competency in Microsoft Word and Excel.
- Strong writing skills, ability to draft professional emails, letters, announcements, and flyers.

To Apply:

To apply, please submit cover letter and resume (MS Word or PDF format) to the Program Director, Elizabeth Moulthrop at Elizabeth.moulthrop@whartonarts.org. The position will remain open until it is filled. Interested applicants are encouraged to apply as soon as possible. Contact the PMP office for more information: 973 341 7959.