

Jazz Site Assistant Job Description

Reports To: Director

Status: Hourly, part-time.

Start Date: September 23, 2024

Hourly rate: \$20/hr

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 serves 300 students from over 20 Paterson schools.

Position Summary:

Reporting to the Director and working closely with the Jazz Program Coordinator, the Jazz Site Assistant will be responsible for assisting with on-site jazz program operations, record keeping and parent communication.

Position Schedule:

The Jazz Site Assistant will work a maximum of 12 hours a week (6 hours per school). Applicants can apply for just one school at 6 hours a week or combine both positions for 12 hours a week.

- New Roberto Clemente School (482-506 Market St, Paterson): Mondays and Wednesdays 3PM-6PM
- School 6 (137 Carroll St, Paterson): Tuesdays and Thursdays 3PM-6PM
- Additional hours may be added for special events, as agreed upon with the Director and Jazz Program Coordinator.

Job Responsibilities include but are not limited to:

- Develop relationships with key school personnel, such as the principal, security guard, custodian, teachers of shared classrooms, etc.
- Develop relationships with students and parents.
- Assist with set up and break down each program day.
- Assist with enforcing site policies and procedures.
- Assist with roster maintenance and attendance tracking.
- Manage on-site parent communication including attendance, behavior and emergency phone calls.

Qualifications and Special Requirements:

- 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 preferred.
- Ability to work collaboratively with colleagues and staff to create a team-oriented environment.
- Ability to lift 20lbs.
- Competency in Microsoft Word and Excel, Google Suite

To Apply:

To apply, please submit a cover letter and resume to shanna.lin@whartonarts.org. The position will remain open until filled. Interested applicants are encouraged to apply as soon as possible. Contact the PMP office for more information: 973 341 7959.