



ESLV SITE COORDINATOR & TEACHING ARTIST JOB DESCRIPTION

Title: El Sistema Lehigh Valley Site Coordinator and Teaching Artist
Location: Allentown, PA
Reports to: El Sistema Lehigh Valley Program Manager
FLSA Status: Full-time/Non-Exempt
Inquiry: Please send your resume and letter of intent to ahaag@allentownsymphony.org

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for an interview.

MISSION

El Sistema Lehigh Valley, a program of the Allentown Symphony Association, brings underserved youth a free opportunity to develop life skills learned by participating in high-quality daily music instruction, large ensemble experience and performances, and academic tutoring within a safe and nurturing environment. Participants will develop discipline, the ability to set and achieve long-term goals, and a sense of social responsibility inside a community that cherishes creativity, imagination, and music. This will empower the Lehigh Valley community when their young artists, respective families, and community members come together to celebrate the achievement of their youths.

El Sistema Lehigh Valley (ESLV) is an initiative of the Allentown Symphony Association (ASA), supported by the Allentown School District, to provide access to exceptional instrumental and orchestral education in order to promote youth development. Central to ESLV is the ASA's plan to build, with community partners, youth orchestras in underserved communities throughout the Lehigh Valley.

Position Summary:

The ESLV Site Coordinator for Sheridan Elementary School (SES) is responsible for ensuring smooth daily operations of the SES Music Center, contributing to summer program administration, and contributing to ESLV program success overall. This full-time position supervises a team of Teaching Artists and runs the after-school programming at SES which runs Monday-Friday from 2:30-5:30 PM. You will be responsible for all day-to-day operational tasks, student recruitment and enrollment, family communications, collection and management of student data, and building an excellent relationship with our Music Center partners. You will work closely with the Program Team to plan and execute small and large-scale events, collaborative rehearsals with students from other ESLV Music Centers, and performances. The ESLV Site Coordinator is expected to work directly with the ESLV Program Manager to execute the strategic plan outlined by the Program Manager.

These tasks include, but are not limited to the following:

Operations:

- Generate ESLV TA weekly schedules and classroom assignments.
- Ensure ESLV has the resources needed for operations and performances, including snacks, transportation, chairs, stands, instruments, etc.
- Organize Teaching Artists to Set up & breakdown classroom spaces needed for ESLV programming & concerts.
- Coordinate guests and volunteers including artists, ASO Musicians, tutors, and donors.
- Manage ESLV database of instrument inventory and student information including registration & wait list maintenance.
- Collect student data for program evaluation, including attendance, academic performance, student surveys, parent feedback, ASD staff feedback.
- Work with Program Manager to manage all social media associated with ESLV, videos, photos, FB, notices, flyers, and concert program booklets.
- Gather necessary permission slips and liability waivers for additional events beyond normal programming.
- Enforce discipline and attendance policies that align with the program's philosophy.

- File all required reports regarding behavioral issues, such as violence, vandalism, attendance, and discipline.
- Maintain relationships with stakeholders to create a safe, nurturing environment at ESLV.
- Maintain all communications with parents & students via notices, emails, phone calls & social media.
- Gather student academic diagnostic performance indicators to identify and assist students who need the most assistance from academic tutors.
- Attend ASA events and perform duties as determined by the ESLV Program Manager

Teaching Artist:

- Collaborate with ESLV faculty to create a shared curriculum, pedagogy, and culture inspired by the ideals of El Sistema
- Teach string classes, group lessons OR Choir/General Music classes
- Team teach and operate running ensemble classes with up to 120 students
- Assist with full orchestra rehearsal of up to 120 students; tuning strings, playing in the section, and/or assist with Choir rehearsals of up to 120 students
- Work directly with the ESLV Teaching Artist team to execute the Artistic Vision outlined by the Program Manager
- Attend music pedagogy and professional development sessions

Required Education, Experience, and Abilities:

- Four-year undergraduate degree or equivalent experience required.
- Demonstrated excellent musicianship and artistry as a teacher/performer with strong knowledge of standard music pedagogy and repertoire.
- Strong commitment to El Sistema's philosophy of social change through music and the missions of ESLV.
- Able to simultaneously manage, prioritize, and benchmark multiple projects and deadlines.
- Experience working with children from diverse ethnic and economic backgrounds; experience working in underserved communities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Interest and ability to be a motivational mentor and role model for students, parents, and peers as an artist, teacher and citizen.
- Must have independent means of transportation.
- Must be able to work as a member of a team and under frequent observation.
- Ability to manage G Suite, Publisher & Social Media Accounts (Facebook, Instagram, Twitter).

Preferred Education, Experience, and Abilities:

- Bilingual in English and Spanish.
- Bachelors and/or master's degree in music, music education, arts management, business administration or equivalent.
- Working knowledge of video & audio editing software.
- Working knowledge of social media.
- Ability to arrange music.

The ASA offers a comprehensive benefits package including medical, dental, vision, life, and long- and short-term disability insurance; generous paid time off; 403(B) retirement plan option; and medical/dependent care flexible spending accounts (FSAs). Relocation reimbursement may also be included as part of an offer.

The Allentown Symphony Association provides equal employment opportunities to all employees and applicants for employment. No one will be discriminated against, or receive preferential treatment because of race, creed, color, religion, sex, affectional or sexual orientation, national origin, ancestry, age, marital status, non-job-related disability, social class, status as a Vietnam-era or special disabled veteran, or any other legally protected status.