

JOB ANNOUNCEMENT - INTONATION MUSIC COMMUNITY ENGAGEMENT/PERFORMANCE COORDINATOR

Job Title: Community Engagement/Performance Coordinator
Supervised By: Program Director
Classification: Exempt, Full-time, Salaried
Date: August 2019

ORGANIZATION SUMMARY:

Intonation Kids explore their limitless potential by learning to play instruments and forming their own bands. Offered in partnership with schools, park districts, and community organizations, our year-round classes make music accessible to children by providing them with instruments, instruction, mentorship, and the chance to perform on stages across the city. Each Intonation student takes part in a personal and team approach to practice, setting goals and problem solving; and over time, they gain the confidence to take charge of their direction and seek out new experiences.

POSITION SUMMARY: The Community Engagement/Performance Coordinator (CEPC) is responsible for planning and executing the logistics and documentation of program-related public events, performances, and special projects. This includes communication with other coordinators, instructors, partners, and families to help ensure our model for creative youth development is well-presented in all public and performance settings, with attention to Intonation's presence in the Greater Bronzeville community.

The Coordinator is also responsible for implementing a successful engagement strategy to increase awareness and involvement in Intonation's programs by promoting our program, mission, and impact, recruiting program partners and students, and cultivating relationships with Community stakeholders, focused on the Greater Bronzeville area.

SPECIFIC RESPONSIBILITIES:

Off-Site Student Performances (approximately 30% of the position):

- With the program team plan, schedule, and evaluate off-site student performances and events, including but not limited to: Mixtape Live, Promontory Showcases, Open Mics, All Stars Performances, Silver Room Block Party, third-party fundraisers and benefits, Intonation Gala, etc.
- Lead logistics for off-site performances, including:
 - Create program events schedule with input from Program Director and Site Coordinators
 - Coordinate transportation of youth and equipment
 - Coordinate all performances at the event, including Intonation bands, guest artists and community group performances
 - Communicate marketing and fundraising ideas and needs with Marketing Coordinator
 - Coordinate event logistics, including working with Equipment Coordinator to ensure delivery, set up, management, and break down of performance gear
 - Develop production schedule and coordinate with Equipment and Facilities Coordinator to make sure stage, equipment, and audio needs are clear and met
- Ensure that recruitment activities are a part of off-site performances.
- Conduct communications re: Student Performances

- Ensure clear communication with families and partner sites of performing groups, working with Site Coordinators on communications
- Communicate with venues and/or talent buyers,
- Update Special Events Calendar with Performance dates
- Communicate with Marketing Coordinator about any marketing and external communications needs and ensure they are reflected in marketing calendar
- Inform Site Coordinators of details of special performances
- Seek out and coordinate new opportunities for bands to perform in, or otherwise engage the Greater Bronzeville community. Gather and respond to community and constituent

Community Engagement (approximately 25% of position):

- Recruit members and lead Youth Council in activities that support the community engagement strategy and promote youth leadership within the organization
- Execute the community engagement strategy to expand Intonation's reach and visibility in the community
- Attend performances and special events to promote the organization and provide information
- Assist with identifying and building relationships with community stakeholders (local government, youth development and arts education advocates, community organizations, etc.)
- Attend community meetings on behalf of Intonation to hear community concerns, provide information about Intonation program offerings, and advocate for program participation.

Recruitment (approximately 20% of position):

- In coordination with Site Coordinators, execute programming recruitment strategy for new students and families
- Identify and attend new community/industry events, fairs, meetings etc.
- Represent Intonation at festivals, conferences, and other industry events
- Assist programming team in marketing and communications for special programs (direct enrollment, master classes, summer camp, etc.) to include fliers, emails, phone calls, and general recruitment.

Scheduling, Documentation & Data: (13%):

- Maintain calendar of all student performances, working with Site Coordinators when necessary
- Ensure media documentation of youth performances, events, and special projects. Work with Marketing Coordinator to organize media
- Collect and report student and partner data for performances, working in collaboration with Site Coordinators for on-site program performances
- Maintain and update database and lists of community stakeholders, partners, and outreach events
- Enter contact names into Donor Perfect
- Participate in the evaluation of performances and events
- Work collaboratively with the development department on events

Special Events (benefits and third-party fundraising events) (Approximately 10 % of the position):

- Create a production schedule for benefits and third-party fundraising events (e.g. Exquisite Corpse Ball, Picking on the Kids)
- Review tech in advance for shows with venue personnel
- Create a staffing plan for small fundraiser events
- Work with Equipment and Facilities Coordinator to organize backline needs for performers

- Manage event logistics the night of
- Conduct artist research, outreach, management, and hospitality
- Serve as liaison between Intonation staff and venue staff.

Other (approximately <2% of position):

- Attend and actively participate in required departmental and staff meetings
- Participate in annual gala and live performances
- Protect organization by keeping information confidential
- Update job knowledge by participating in educational opportunities and professional networks and organizations
- Perform other duties as assigned by supervisor.

QUALIFICATIONS:

- Minimum two years of experience in music performance
- Minimum one year of experience in community engagement and in organizing events
- Familiarity with Chicago performance venues helpful, Booking Talent buying experience useful
- Experience in youth development and/or music education
- Familiarity with south-side Chicago communities (Kenwood, Bronzeville, Grand Crossing, Grand Boulevard, etc.)
- Familiarity with CPS, Chicago Park District, and Chicago Charter Schools landscape a plus
- Strong communication skills (verbal, written, oral)
- Ability to make confident independent decisions
- Flexible, Organized, Reliable, Enthusiastic, Patient, Self-Starter
- Strong interpersonal skills and experience working with a variety of personalities
- Web literate and proficient use of Microsoft Office, Gmail, Google Drive, Google Docs and Social Media. Graphic design and video editing skills including InDesign a plus. Copywriting expertise a plus.

WORK ENVIRONMENT:

- Travel to various environments is required: an office, school buildings, park district field house. Space might not be fully accessible
- Access to a car is helpful
- Applicants must undergo a background check and fingerprinting
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to operate office equipment. The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 50 pounds
- Evening and weekend work are regularly required as the schedule is often determined by the shifting needs of the organization
- Workplace is a smoke- and drug-free environment
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

COMPENSATION:

- Salary is mid- \$30,000's commensurate with experience. Excellent benefits package.

TO APPLY:

- Submit cover letter, resume, and salary requirement to communityengagement@intonationmusic.org
- Please write your name (Last, First) in the subject line of your e-mail. Incomplete applications will not be accepted. Position begins as soon as possible. NO PHONE CALLS PLEASE.

While employed in this position, the employee may be required to perform other assignments not listed in this job description. The employee is an employee at will, meaning that either party may terminate the employment relationship at any time by written notice to the other. Nothing in this job description is to be deemed to create a contract of employment for a specific period.

Accepted, Signature

Print name

Date