

**JOB ANNOUNCEMENT - INTONATION MUSIC**  
**SITE COORDINATOR**  
(2 positions available)

Job Title: Site Coordinator  
Supervised by: Program Director  
Supervises: n/a  
Classification: Non-Exempt, Part-time, Hourly  
Date: August 2019

**ORGANIZATION SUMMARY:**

Intonation Kids explore their limitless potential by learning to play instruments and forming their own Rock 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 Site Coordinator is responsible for the overall success of Intonation's programming at each site. This includes logistics, administration and operations, and maintaining relationships and communication with the site contact, the Instructor Team, students, and the site parents. Each Site Coordinator will be responsible for multiple sites.

**SPECIFIC RESPONSIBILITIES:**

**Program Logistics and Operations** (approximately 50% of the position)

*Site Level Operations*

- Maintain partnerships with sites including scheduling, communication, and ongoing oversight
- Anticipate and troubleshoot logistical and operational challenges. Alert Program Director to any concerns
- Confirm class schedules and communicate to Program Director and Site Contact
- Take direction from the Community Engagement/Performance Coordinator in the planning, execution, and evaluation of recruitment events at their sites
- Report gear needs to the Equipment and Facilities Coordinator (EFC), conduct follow up to ensure fulfillment. Arrange deliveries with Site Contact and EFC.

*Performance Coordination (On and off-site)*

- Work with Site Contact and Instructor team to plan on-site performance opportunities for the year
- Manage communications around performances to parents, students, and Site Contact. Confirm all information with Intonation, sites, and instructor team
- Manage all aspects of performances, including, but not limited to logistics with the Site Contact logistics with Instructors and EFC, set up and breakdown, ensuring parent attendance, etc.
- Ensure photos are taken and follow-up emails with photos are sent out after each performance
- Taking direction from the Community Engagement/Performance Coordinator, assist with logistics for off-site performances and program-wide performance events.
- Work with Site Contact to execute site-specific field trip policies
- Use templates to create, distribute, and collect student data and permission slips.

**Administration** (approximate 25% of the position)

- Work with the program team to improve programs and develop strategies to increase enrollment
- Work with Lead Instructor and Site Contact to ensure that class data is submitted on time, accurate and complete. Enter enrollment and weekly attendance via the established processes and systems
- Work with database administrator to generate data reports and report any challenges to Assessment Director
- Track and record performance data
- Record and communicate success stories to development/marketing staff
- Remind Lead Instructor of deadlines and ensure that assessments, evaluations, surveys are complete and submitted by deadlines
- Attend and actively participate in staff meetings and training sessions
- Participate in Salesforce training
- Respond to Intonation communications within one business day.

**Relationships and Communications** (approximate 25% of the position)

- Serve as ambassador, representing Intonation to Site Partners, parents, and the community
- Follow Instructors Code of Conduct
- Proactively communicate with the Site Contacts and parents
  - With parents:
    - Maintain accurate Parent Contact Information and Communication Log
    - Send at least one parent email per month per band (Welcome emails, pictures/video clips from class, information about upcoming events, etc.)
    - Effectively communicate performance information with parents (call, text, email) to ensure attendance
    - Follow up with parent/guardian if student has been absent twice in a row
  - With the Site:
    - Regularly communicate with Site Contact, especially right after site launch, and in preparation for any performance events
    - Deliver Site Appreciation gift/card during Winter Session.

**Other**

- Attend and participate in annual gala and live performances
- Protect the organization by adhering to Intonation's confidentiality policy
- Update job knowledge by participating in educational opportunities when appropriate
- Perform other duties as assigned by supervisor.

**QUALIFICATIONS:**

- Minimum two years of experience in music education and/or youth development
- Understanding and commitment to the mission, goals, and values of Intonation
- Proficient use of a Microsoft Office, CRM database (Salesforce helpful), Gmail, Google Drive, Google Docs Social Media.
- Familiarity with Chicago Public Schools (neighborhood, charters, selective enrollment, etc.) and The Chicago Park District
- Excellent verbal and written communication skills
- Organized, reliable, self-starter
- Strong interpersonal skills and experience working with a variety of personalities.

- Ability to make confident independent decisions, to multi-task, set priorities and time manage team environment
- Background in music performance or pedagogy (traditional or non-traditional), and/or teaching a plus.

**WORK ENVIRONMENT:**

- Be present in the Intonation office one day a week
- This position operates in various environments: an office, school buildings, park district field house. Space might not be fully accessible
- 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
- This is a part-time position at approximately 24-28 hours per week. Evening and weekend work are regularly required as the schedule is determined by the class and performing schedule
- Travel in the Chicago metro area is required. Access to a car and a clean driving record is helpful
- Workplace is a smoke- and drug-free environment
- Equal Employment Opportunity: It has been and will continue to be the policy of Intonation to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely only upon valid job- related factors.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Intonation staff. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**COMPENSATION:**

- Salary is \$20 per hour, fluctuates between 24-28 hours per week.

**TO APPLY:**

- Submit cover letter and resume to: [sitecoordinator@intonationmusic.org](mailto:sitecoordinator@intonationmusic.org). Please write your name (Last, First) in the subject line of your e-mail. 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.*

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*Accepted, Signature*

*Print name*

*Date*