

Greater Twin Cities Youth Symphonies

Position: **Harmony Assistant**
Start Date: Mid-August 2019
Status: Part-time mornings, 12-20 hours/week total split between two St. Paul sites: Riverview West Side School of Excellence and GTCYS' office
Reports to: Harmony Manager

About the Greater Twin Cities Youth Symphonies and Harmony

The Greater Twin Cities Youth Symphonies (GTCYS) transforms young musicians of all ages, abilities, and backgrounds by breaking down barriers to music instruction and providing high quality orchestral experiences. GTCYS serves more than 1,000 students ages 8-18 through nine school-year orchestras, two summer programs, and its Harmony strings instruction program. GTCYS students share 30 concerts and inspire 17,000 community members through our educational activities and performances each year. Committed to making our programs accessible, GTCYS will award more than \$100,000 in need-based scholarships for tuition, private lessons, and Symphony's international tour in 2019-20.

Now entering its fourth year, Harmony is an extra-curricular program in partnership with Riverview Elementary School on the West Side of St. Paul. This highly accessible program breaks down barriers to music instruction and creates opportunities for students to develop a love of music and become strong learners and leaders. In Harmony, students become part of a musical community and have a pathway for continued participation in GTCYS' orchestras as they advance.

In 2019-20, Harmony will provide violin and cello instruction for up to 60 3rd, 4th, and 5th graders from early October through mid-May. Students meet before school from 8:00am-9:15am three times a week (Tuesday-Thursday) for small and large group instruction, and orchestra day beginning in winter. During the school year, students will also participate in multiple performances on the West Side and at Orchestra Hall, and benefit from additional enrichment through field trips, concert outings, and retreats. Additional summer programming is likely. Most Harmony students are members of immigrant families, with the majority being fluent in Spanish and English.

About the Role

Harmony's Program Assistant will provide hands-on support, plan logistics for all program activities and interact closely with participants and their families. The ideal Program Assistant will love kids and orchestral music, have some event planning experience, operate with high attention to detail, and able to take initiative while remaining unflappable under pressure.

Responsibilities

- Plan logistics for and supervise all Harmony activities, including regular classes at Riverview Elementary, performances, and fieldtrips
- Track student details and data, including registration info and attendance
- Assist Harmony Manager with recruitment and retention activities
- Provide hands-on logistical support and classroom management on Tuesdays, Wednesdays and Thursdays from 7:30am-9:30am
- Oversee and mediate student behavior in conjunction with faculty
- Manage instrument records and coordinate repairs
- Create program materials and communications in Spanish and English (teacher materials, student handbook, concert memos, permission forms, etc.)
- Communicate closely with Harmony Manager and faculty regarding program details, student concerns, and participate in planning conversations
- Participate in bi-weekly faculty meetings
- Assist with student and program evaluation

- Communicate with parents/guardians about program details, progress, and student behavior
- Provide personable customer service to Harmony families to promote deeper engagement
- Assist with translation at special activities, including occasional live Spanish-English translation or interpretation
- Recruit, train, and supervise volunteers
- Participate in professional development as needed
- Understand and adhere to GTCYS' Child Protection Policy and any other policies set by GTCYS
- Support Harmony Manager and Director with additional tasks as needed

Desired Qualifications, Attributes, and Expectations

- Degree in education, social work, music, music therapy or comparable experience preferred
- Availability to work a flexible schedule, including occasional evenings and weekends in addition to Harmony mornings
- Must be available Tuesdays, Wednesdays and Thursdays from 7:30am-10am with flexible office hours outside of those times
- Spanish fluency required (written and spoken)
- Experience teaching or supervising youth programs in some capacity (not necessarily music)
- Strong classroom/group management skills and comfort level working in a diverse public elementary school classroom setting; experience using a range of behavior management techniques (Responsive Classroom, Restorative Justice practices, etc.)
- Polished writing and verbal communication skills
- Solid computer skills and proficiency with Microsoft Office (Excel, Word, Outlook) and Google platforms
- Ability to stay organized while juggling a variety of tasks and navigating complex relationships
- Resilience and ability to adapt, improvise, and take initiative in ever-changing situations
- Must be a "kid person" who understands youth and can serve as an encouraging role model
- A passion for work rooted in equity and inclusion
- Maturity to serve as an effective ambassador of the program with various stakeholders
- Access to reliable transportation to arrive on time to program activities and work commitments
- Understand and adhere to GTCYS' Child Protection Policy and any other policies set by GTCYS
- Must successfully pass a background check

Schedule

- Tuesday, Wednesday and Thursdays from 7:30am-10am at Riverview West Side School of Excellence, St. Paul
- Additional office hours are flexible to fulfill off-site duties
- Occasional evening and/or weekend activities approximately 10 times/year
- Some 2020 summer hours are likely in conjunction with possible program activities

GTCYS is dedicated to building a culturally diverse and equitable environment. We strongly encourage applications from people of color and from populations underrepresented in the orchestra field.

To Apply

Please submit the following materials to executive director Megen Balda at megen@gtcys.org.

Applications received by July 1 will receive priority consideration.

- Letter of interest describing relevant skills and experience, and your reason for applying
- Resume outlining your professional background
- List of three references with contact information