



## JOB DESCRIPTION

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**Title:** Site Coordinator

**Program:** Harmony Project Phoenix

**Reports to:** Harmony Project Phoenix- Executive Director

**Hours:** Approximately 13 hours per week

**Start Date:** August 30, 2021

**End Date:** December 14, 2021

**Inquiry:** Please send your resume and cover letter ASAP to: [info@harmonyprojectphx.org](mailto:info@harmonyprojectphx.org)

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### **About Harmony Project Phoenix**

Harmony Project Phoenix is a research-based multi-year mentoring program for underserved youth, ages 5 – 18+ that uses music as a means of positive development and social inclusion. Operating under the mission of harnessing the transformative power of music to increase access to higher education, Harmony Project Phoenix inspires children, empowers schools, and transforms communities by providing vital, high-quality music education. At Harmony Project, we strive to achieve a world in which all students - regardless of color, income, background, or zip code - have equal access to opportunities to make music and the resources needed to thrive in college and beyond.



## DUTIES

### Programming and Curriculum

- support each child holistically. He or she will support the Harmony Project PHOENIX philosophy and community as a part of Harmony Project PHOENIX and help facilitate community and family involvement.
  - Support each child holistically.
  - Help facilitate community and family involvement.
  - Produce student performances in collaboration with staff and volunteers, leading/assisting with concerts, workshops, field trips, etc.
  - Oversee open and constructive lines of communication for students, families, volunteers, staff and program partners in the Phoenix metro area, building collaborative relationships.
  - Guards entrance gate of school. Open gate to allow entrance or exits of staff, parents, students, and/or authorized visitors.

### Enrollment and Recruitment

- Manage new student intake processes and communications.
- Maintain a database of accurate program information including student demographics, attendance, progress, and class schedules.
- In coordination with the Executive Director and communications staff and volunteers, advertise and implement recruiting campaigns in advance of fall, spring, and summer terms.

### Staff Management and Support

- Support Teaching Artists, interns, and classroom volunteers with thorough and ongoing training and constructive feedback within a collaborative and nurturing framework.
- Lead staff and volunteers in specific plans and projects toward the accomplishment of program objectives.
- Attend Harmony Project professional development sessions and conferences.
- Operations
- Manage instrument inventory.
- In collaboration with the Executive Director, recruit and manage volunteers.
- Communicate constructively with students, parents, site partners, and other stakeholders concerning scheduling, instrument issues, and additional logistics as needed.



## QUALIFICATIONS AND CHARACTERISTICS

- Strong and passionate commitment to Harmony Project’s philosophy of social change through music, and the mission, vision, purpose, and values of HP.
- Bachelor’s degree or higher required. Preferred fields: music education, management, arts administration, etc.
- Teaching/mentoring experience required. Experience working with children required.
- Broad orchestra and/or band experience required. Professional performance experience preferred.
- Ability to lead and collaborate successfully with a diverse population of students and colleagues.
- Exceptional administrative and organizational skills; ability to juggle multiple priorities and manage staff to everyone’s best abilities.
- Excellent verbal and written communication skills including meeting facilitation, public speaking and presenting, and ability to write professionally for a variety of audiences.
- Skilled in applications including Google Suite, Airtable, Canva, Microsoft Office Suite, and Adobe Acrobat Reader. Social media, YouTube, Apple OS, and CRM experience preferred. Must show ability to learn new technologies quickly.
- Reliability, punctuality, flexibility, enthusiasm, and welcomes feedback as a driver of personal growth.
- Must submit to and pass a background check.
- Bilingual in English and Spanish a plus



**Hours:**

Monday and Wednesday 4:30 to 8:30pm

Saturday 8:30am to 1:30pm

**Location:**

Arizona School for the Arts  
1410 N 3rd Phoenix, AZ 85004

**Pay:** \$18 Hourly rate

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**An Equal Opportunity Employer**

It is the policy of the Harmony Project Phoenix to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, disability, age or Veteran Status