

MYCincinnati

Teaching Artist & Administrative Coordinator

Full-time position (40 hours/week) with benefits



Summary of Position

Price Hill Will (PHW) seeks a highly organized, creatively minded, process focused, and experienced individual for the position of **MYCincinnati Teaching Artist & Administrative Coordinator**. This position reports directly to the MYCincinnati Director and also works closely with the Price Hill Will team, fulfilling the responsibilities as outlined below.

About Price Hill Will

Our mission is to improve the quality of life for all residents of Price Hill using an equitable, creative, and asset-based approach to physical, civic, social, and economic development. Our programs connect residents, particularly immigrants, BIPOC, and residents with lower income or lower formal education levels, to resources, programming, neighborhood engagement opportunities, and leadership development.

PHW is both a community development corporation and an arts organization, making us unique in Cincinnati. This growth began in 2011 with the founding of our MYCincinnati Youth Orchestra (MYC). MYC is inspired by El Sistema, the Venezuelan national youth orchestra network that uses music as a vehicle for social change. MYC is based on the idea that personal transformation can be achieved by striving toward musical excellence; students have the opportunity to learn an orchestral instrument and play in an ensemble. Currently, we have 135 students (ages 7-18) enrolled in daily programming. MYCincinnati has transformed PHW to use art and creativity as tools to connect neighbors, build skills, and improve the quality of life in our community, as evidenced in our Arts@ARCO event series, the Price Hillharmonic, creative placemaking programming, and the Warsaw Avenue Creative Campus.

Working at Price Hill Will

Price Hill Will was founded by a group of dedicated volunteers in 2004. Today, we have an annual operating budget of approximately \$1.6 million, assets of over \$10 million, and a team of incredibly dedicated staff who care passionately about Price Hill, PHW, and will support fundraising efforts. Most of our work is done in collaboration with other staff, board, and volunteers. We are dedicated to hiring candidates that represent our community and align with our mission and values, including equitable practices.

Job Description

Teaching Artist Responsibilities

- Arrive no later than 3:15 before programming to coordinate site setup and be prepared to receive students
- Assist in coordination of concert day logistics as well as an all-day presence for setup and clean up
- Flexibility to teach and assist in different roles and classrooms
- Ability to navigate, manage and solve parent and student issues
- Teach ensembles at MYCincinnati from 4-6pm weekdays
- Demonstrate expertise in at least one orchestral instrument, and be comfortable leading all MYCincinnati ensembles, regardless of the instruments in that group
- Collaboratively plan repertoire for ensembles
- Take lead on organizing pickup and drop off, including in-the-moment parent communication as needed
- Assist Lead Teaching Artist with instrument care, inventory, repertoire, rehearsal setup, curriculum, music library, and staff professional development
- Assist or lead dismissal/student pickup



Data Management and Organization

- Create templates, document and organize program data (attendance, retention, attrition, surveys, volunteer data, financial history, concert data, educational hours, etc.) and strategize with the MYCincinnati Director to implement systems and practices that improve our data management
- Use Excel to analyze, interpret, and present data for internal and external purposes
- Examples: grants submission/reports, annual report, staff report to the Board, strategic meetings, annual financial audit, etc.
- Cultivate new data sets and collection practices

Finance Liaison

- Work closely with the MYCincinnati Director and Development Team to organize, document, and analyze our financial data, transactions, expenses/revenue
- Complete weekly tasks such as filling out reimbursement requests, preparing checks for deposit, assisting with budget creation, reminding team members of financial to-dos etc...)
- Create simple financial reports for internal and external reporting
- Assist MYCincinnati Director and Development team in creating an annual program budget
- Serve as main liaison between our contracted financial service provider and MYCincinnati

General Administration

- The full-time MYCincinnati leadership team works collaboratively and is flexible and responsive to tasks based on the needs of the program. The ideal candidate is flexible to work on any tasks as they arise and to assist the Director with those tasks as assigned.

Requirements

- Expertise in an orchestral instrument
- Experience in teaching ensembles in a classroom environment
- Microsoft Excel and Office Suite proficiency
- Must be able to work some nights and weekends, and to travel occasionally for work
- Must pass BCI and FBI background check

Bonus Qualifications

- Ability to play more than one instrument
- Spanish language skills
- Salesforce experience
- Accounting experience

Salary & Benefits

- Salary \$43,000-\$45,000, commensurate with experience
- Health, dental, vision, and life insurance and Simple IRA available
- Flexible vacation / PTO policy
- Supportive and flexible work environment, including remote working as approved by supervisor

To apply

Please email one PDF document (email subject: Full-Time Position) to sujean@pricehillwill.org including the following:

- 1-2 paragraph cover letter explaining why you would be a good candidate as both a Teaching Artist and an administrator. In the cover letter please include 1-3 examples of administrative work accomplishments.
- Resume
- If available, please include videos samples of teaching in a classroom or ensemble setting, or individual lesson instruction.

Applications will be reviewed on a rolling basis.

Administrative and Teaching roles may change at the discretion of the supervisor. Price Hill Will does not discriminate in hiring or service delivery based on race, color, religion, sex, age, sexual orientation, gender identity, national origin or ancestry, veteran status, or physical or mental disability unrelated to an individual's ability to perform the job, in accordance with applicable laws.

