

MYCincinnati

Teaching Artist & Enrollment-Recruitment and Family 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 & Enrollment-Recruitment and Family 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.

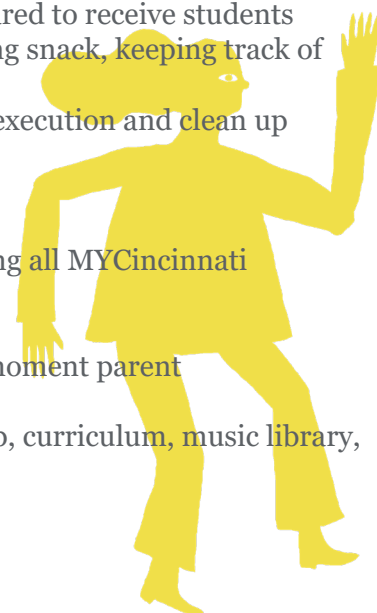
Working at Price Hill Will

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 3:15pm before programming to coordinate site setup and be prepared to receive students
- Organize and coordinate student snack, including taking lead on sourcing and financing snack, keeping track of snack inventory, and distributing daily snack
- Assist in coordination of concert day logistics as well as an all-day presence for setup, execution 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 MYCincinnati student 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



Recruitment, Attendance, and Family Communications

- Recruitment, enrollment, and communication with families for MYCincinnati and the Price Hillharmonic (Price Hill Will's adult orchestra) - Fluency in Spanish required
- Lead and organize recruitment events at schools, activity fairs, Kroger, and other locations
- Monitor progress and timeline for recruitment of new students and annual re-registration of returning students, including organizing incentives for early enrollment for both new and returning families through prizes, raffles, etc.
- Maintain database of parent contact information and household information
- Call and text MYCincinnati parents to notify them of crucial event reminders, days with unique schedules, cancellations, or any special communications
- Communicate with MYCincinnati parents to ensure 100% student attendance and parent carpool network
- Update MYCincinnati Staff and Teaching Artists regarding anticipated student absences
- Collect and maintain enrollment forms, daily attendance, and other student information. Maintain and organize student database and other important data
- Maintain and distribute MYCincinnati Parent Handbook, and lead parent orientation meetings at the beginning of each academic year

Volunteers

- Source and recruit volunteers through e-mail, social media, and website form
- Organize and manage volunteer databases and volunteer recruitment
- Train volunteers and assure that all liability forms are signed and collected

General Administration and On-Site Responsibilities

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. Below are some of the tasks that are shared by the full-time leadership team.

- Assist Price Hill Will staff and organizational partners with Spanish translations
- Support concert and special event planning and logistics
- Communications support for the Price Hillharmonic
- Lead and coordinate student annual fundraising campaign, including tracking student donations, generating and distributing materials, and incentives/prizes
- Ensure that all Teaching Artists, staff, and volunteers have recent background checks on file
- Coordinate facility cleanings with contract service
- Coordinate purchase and inventory of general building supplies for our main rehearsal building
- Support any fundraising efforts such as events or house concerts programmatically, by ensuring communication with parents and students
- Administrative assistance for MYCincinnati's annual campaign
- Provide parent/student data for grants and other fundraising, including recruitment data, retention data, demographics, attendance, and qualitative information such as testimonials and survey results
- Help with additional administrative tasks as they arise

Requirements

- Expertise in an orchestral instrument
- Fluency in Spanish
- 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
- Salesforce 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**](mailto:sujean@pricehillwill.org) including the following:

- A 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.

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.

