



Education and Community Coordinator

Position Available August, 2018

Founded in 1949, the Aspen Music Festival and School is regarded as one of the top classical music festivals in the United States, noted for its concert programming and its musical training of mostly young-adult music students. The typical eight-week summer season includes more than 400 classical music events - including concerts by five orchestras, solo and chamber music performances, fully staged opera productions, master classes, lectures, and children's programming - and brings in 70,000 audience members. The Aspen Music Festival and School's Education and Community programs offer a broad spectrum of the highest quality music education experiences to students and families in the Roaring Fork Valley, including in-school and after-school programming during the school year, plus family events, children's camps, and in-depth musical study for students in grades 1 through 12 during the summer.

Overview

The AMFS Education and Community Coordinator will lead the Beginning Strings program, mentor ArtistYear/AmeriCorps teaching Fellows/Beginning Strings teachers, coordinate the Musical Connections program, and provide statistical and operational support for all Education and Community programs in this year-round, full-time position. The Education and Community Coordinator reports to the Director of Education and Community Programming.

Position Elements

- Within the Beginning Strings program: Hire, coordinate, and supervise Beginning Strings teachers and staff; train, mentor, and supervise ArtistYear Fellows who teach in Beginning Strings; design and/or select curriculum; coordinate student recruitment and enrollment; manage Beginning Strings budgets, including tuition and instrument scholarship fund disbursement; oversee all communication with parents, schools, administrators, and teachers; coordinate teacher payroll; teach classes at five schools (Monday through Friday); teach private lessons
- Manage Musical Connections program development and operations, specifically within Musicians in the Schools; coordinate with administrators at CU Boulder to bring graduate ensembles as residency artists and/or with professional ensembles
- Assist with student enrollment, student management, and billing and benefits for all AfterWorks and Musical Connections programs
- Assist with AfterWorks program development and operations for Lead Guitar and Maroon Bel Canto Children's Chorus, including monitoring and reporting program activity

- Manage maintenance and tracking of the Education and Community budget
- Coordinate the Hire A Musician program in the summer and throughout the year, as needed
- Serve as the primary liaison and coordinator for all Festival for Kids programming during the AMFS summer season, including Gotta Move!, Tunes and Tales, Sing Play Move, and Family Concerts and Kids Notes
- Manage summer student payroll within Education and Community programming
- Assist with the P.A.L.S. program
- Provide general Office of Student Services support, especially during the summer

Position Requirements

The perfect candidate for this position will have:

- Bachelor's degree (at a minimum), preferably in music education, particularly in the strings/orchestra track (master's degree preferred)
- Demonstrated experience and success in classroom teaching, preferably in elementary or middle school strings/orchestra, ideally with at least 3 years of experience
- Demonstrated successful experience mentoring and managing a team of teachers, particularly those with little classroom experience (2+ years preferred)
- Private lesson teaching experience, preferably with pre-K through middle school-aged students
- Experience managing private lesson series, including scheduling with multiple teachers
- Background in strings curriculum design and strings curriculum differentiation
- Excellent ability to connect with students and develop strong, positive student-teacher relationships built on mutual trust, respect, and high expectations
- Ability to assume leadership role amongst music students, parents, teachers, and school administrators
- Exceptional organizational skills
- Exceptional written and verbal communication skills
- Ability to work both independently and collaboratively
- Comfort and experience in both music performance and education settings
- Fluency in Spanish (not required, but a definite plus)
- Proficiency on all Microsoft Office applications (ArtsVision and Slate proficiency a plus)
- Flexibility, with a keen sense of humor

How to Apply

To apply, please submit cover letter, résumé/curriculum vitae, and references as a PDF attachment to Katie Hone Wiltgen, AMFS Director of Education and Community Programming.

khonewiltgen@aspenmusic.org