

## **Program Assistant (Part-Time)**

Reports to: Director of Performance

### **Organizational Background**

At the Harmony Program, music changes lives every day. Through collective music-making, children from under-served communities explore new avenues and realize their full potential.

For over 15 years, the Harmony Program has distinguished itself by serving children in need, reaching them within their own communities, providing them with instruments and intensive, high quality musical training, and helping to develop in them the life skills that support their healthy development -- musically, academically, and socially. The Harmony Program also recruits and trains accomplished musicians as its teachers and provides them with formal professional development training, observation and evaluation, access to a network of their peers, and competitive compensation for their services, with the goal of instilling in them a long-term commitment to community outreach and education.

The Harmony Program is inspired by Venezuela's national youth orchestra system, "El Sistema." Committed to improving society through music, El Sistema has gained international acclaim for the breadth of its reach, the quality of its musicians, and the power of its positive influence on the young lives it touches. In the spirit of El Sistema, the Harmony Program emphasizes the influence of music-making on social development, encourages learning through ensemble playing, fosters a supportive community for program participants and families, and requires of all involved a high degree of commitment to daily music study.

### **Role Overview**

The Program Assistant provides general support to the organization with a particular focus on communication, data collection/entry, inventory tracking, student applications, and events.

### **Key Responsibilities**

- Collect data on each student and maintain accurate records, including their contact information, attendance, and progress;
- Organize and maintain digital and physical inventories of instruments, sheet music, and other materials;
- Handle communication with program families and teaching artists, by phone, email, and in person;
- Assist in the creation, distribution, and collection of applications, surveys, evaluations, and other materials;
- Assist with occasional student rehearsals and performances, teacher training workshops, fundraisers, and other events;
- Provide support as needed to the 10-person administrative and program staff.

### **Knowledge, Experience, and Skills Required**

- 1-2 years of work experience in music, arts administration, or a related field;

- Experience and/or interest in working with youth people;
- Strong interpersonal skills, with the ability to collaborate with people from diverse backgrounds;
- Attention to detail, with strong organizational skills and a clear, professional writing style;
- Familiarity with orchestral and/or choral music education preferred;
- Experience working with computers and data entry (e.g. Google Workspace, Canva, and Airtable);
- Ability to move chairs, instruments, and supplies between locations and floors as needed;
- A polite, positive, and collaborative demeanor;
- Must work in the office in Midtown Manhattan, with occasional travel to sites across the city;
- Ability to speak another language (such as Spanish, Mandarin, French Creole, or Hindi) a plus.

**How to Apply**

Interested candidates should email their resume and a cover letter to [hr@harmonyprogram.org](mailto:hr@harmonyprogram.org). Please include "Program Assistant" in the subject of your email.