

Program Assistant (Full-Time)

Reports to: Director of Training and Ensembles

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

Reporting to the Director of Training and Ensembles, the Program Assistant provides support in the primary areas of communications, data management, logistics, and event coordination.

Key Responsibilities

- Collect and maintain accurate student data, including contact information, attendance, and progress;
- Organize and maintain digital and physical inventories of instruments, sheet music, and program materials;
- Handle communication with program families by phone, email, and in person, including schedules, attendance, and program updates;
- Assist in the creation, distribution, collection, and review of applications, surveys, evaluations, and other program materials;
- Support program logistics, including scheduling, materials preparation, and coordination across rehearsal sites;
- Assist with student rehearsals, performances, teaching artist training, fundraisers, and other program events;
- Support concert and event execution, including check-in, audience management, and backstage coordination;
- Provide administrative and operational support to the program and administrative staff as needed.

Knowledge, Experience, and Skills Required

- Undergraduate degree in music education and/or music performance preferred;
- 1–2 years of work experience in music, arts administration, or a related field preferred;
- Strong organizational skills and attention to detail;
- Clear and professional written and verbal communication skills;
- Experience and/or interest in working with young people and families;
- Ability to manage multiple tasks in a fast-paced, dynamic environment;
- Experience with data entry and systems such as Google Workspace, Airtable, and Canva;
- Strong interpersonal skills and ability to collaborate with diverse communities;
- Ability to assist with moving instruments, chairs, and equipment as needed;
- A positive, proactive, and collaborative attitude;
- Availability to work in person in Midtown Manhattan, with occasional travel to program sites;
- Ability to speak another language (Spanish, Mandarin, French Creole, or Hindi) is a plus.

This is a full-time salaried position based in New York City. The annual salary is \$65,000 per year.

Interested candidates should email a cover letter and resume to hr@harmonyprogram.org. Please include “Program Assistant” in the subject line. Competitive salary and benefits package.