



Cradle-to-College Music Education



Job Title: Early Childhood Program Assistant
Reports to: Early Childhood Program Coordinator (ECPC)
Status: Part-time, 15-22 hrs/week, Non-Exempt
Rate: \$20 - 23 per hour
How to apply: Please send resume and cover letter to hr@keynote-music.org

About this Position

The Early Childhood Program Assistant is responsible for supporting the administrative needs of the ChIMES and Music Discovery programs. S/he/they will provide excellent administrative and customer service in a family-centered environment and be committed to our core values of commitment, creativity, equity, collaboration, and service.

About ChIMES

KeyNote's ChIMES program offers participatory music-making experiences within the San Diego region for young children with their parents/caregivers, as well as in preschools, TK classrooms, and through community outreach partners. ChIMES classes are designed to nurture and enhance child development, while building healthy attachment between the child and parent/caregiver through interactive play, dance, song, movement, and instruments. The ChIMES experience sets the foundation for future musical development and participation in orchestral ensembles, such as KeyNote's San Diego Youth Symphony.

ChIMES parent/caregiver-child classes (for babies, toddlers, preschoolers) are currently offered outdoors on Thursdays at Marston House in Balboa Park, and Wednesdays, Fridays, and Saturdays in our Early Childhood studio at Liberty Station in 4-8 week sessions throughout the year. Currently there are 2 back-to-back classes each day with an average of 10-14 families per class. We also offer classes in preschools and transitional kindergarten (TK) classrooms in San Diego County, and partner with other organizations including the Mingei International Museum, Monarch School, Garfield High School, and NTC Foundation's Liberty School. Click [here](#) for a video of the ChIMES experience.

About Music Discovery

Music Discovery is a unique two-year program, specifically designed for children ages 5-7 to

develop a solid foundation of musical skills. The program is designed to support and enhance school readiness, and builds on children's previous musical experiences, such as participation in ChIMES.

Music Discovery classes focus on the fundamentals of music literacy, rhythmic competency, and learning to sing in tune. Additionally, students receive hands-on learning with orchestral instruments to prepare them for ensemble experiences.

The program is designed to be completed in two years, and the curriculum allows ample time for students to work together as a whole ensemble, in small groups, and as soloists. Both the Year One and Year Two Music Discovery programs mirror the academic year and run from October through May (26 weeks, no classes during holidays and select dates). Classes are currently held on Monday and Wednesday afternoons, with a class size of no more than 12 students.

The Early Childhood Program Assistant is responsible for the following:

On-Site Administration Duties (15 - 20 hours/week)

- Prepare classroom/class space (indoor or outside locations) for all classes and ensure classroom instruments, sound system, and supplies are ready as needed.
- Take attendance at all classes and ensure rosters are updated and accurate at the beginning of and through each session as space becomes available.
- Track family absences, make up classes, and guest musicians and notify teaching artists of upcoming changes to class attendance.
- Monitor classes and assist teaching artists as needed with classroom management, handing out instruments and collecting them from parents/children, troubleshooting sound systems or other issues that may arise. For outside classes, bring all needed materials and supplies to the outside site and monitor outside space as needed.
- As needed, take pictures and videos during classes using a work-issued iPad.

Hours currently required for class admin:

Music Discovery on Mondays (LS) 2:00 -6:15 pm

ChIMES on Wednesdays (LS) 9:00 - 11:30 am and Music Discovery (LS) 2:30 - 5:30 pm

ChIMES on Thursdays (BP) 9:00 - 11:30 am

ChIMES on Fridays (LS) 9:00 am-11:30 am

ChIMES on Saturdays (LS) 8:45 - 11:15 am

Times and locations subject to some modifications.

Additional Administrative and Instructional Support (1 - 2 hours/week, flexible)

- Support Balboa Park and Liberty Station Early Childhood classes (and other locations as the program expands) through administrative responsibilities including but not limited to:
 - Collect, process, and deposit tuition payments made in person, when necessary.
 - Process any refunds and payment plans that have been approved by the Business Office Manager.

- Reconcile deposits and tuition fees with the Business Operations Coordinator.
- Facilitate Teaching Artists' use of ChIMES Songbook and support Teaching Artists' classroom management and family relationship building.
- Coordinate the schedule, logistical, and material needs with Teaching Artists for special events as identified by the ECPM.
- Maintaining accurate instrument/supply inventory, requesting supply orders as needed
- Printing/copying songbooks, flyers and other marketing materials on an as needed basis.

Communication

- Coordinate with ECPM and relevant staff about needs or roster changes.
- Welcome parents and children to each ChIMES class and help foster a positive, supportive community.
- Welcome guest musicians, introduce them to the TA and help ensure a smooth transition to/from the guest musician portion of class. Help student guests with their community service hour when requested.
- If proficient on an orchestral instrument, arrange occasional times to play for the families/students, in collaboration with teaching artists.

Community Collaboration

- Work as a liaison to participating families to encourage family attendance at appropriate concerts, arts events, etc. both within KeyNote and the community as a whole.
- Actively champion music education as a community building tool.
- Identify and propose ChIMES and Music Discovery participation at community events and serve as KeyNote liaison to external events as assigned.
- Encourage parent and staff volunteers for Early Childhood projects.
- Foster ongoing relationships with families and colleagues, and share active family member names with ECPM for potential opportunities.
- Help connect families to next-step music activities for their child's development.
- Strategically think about how the Early Childhood program can grow, expand, better serve, and be connected in the community and with other KeyNote programs and opportunities.

Other duties as assigned by the Early Childhood Program Manager.

Qualifications

- Relationship-oriented and cross culturally responsive
- Familiarity with early childhood education, including music learning and childhood development
- Experience playing an instrument and knowledge of instrumental music
- Adaptability and problem solving skills for situations that change or do not go as planned
- Excellent communication with a working familiarity with Google applications (i.e. Gmail, Google Calendar, Google Docs, Google Sheets, Google Drive), video chat software (e.g. Zoom), and willingness to receive training on online registration systems (e.g. Main Street Sites, Classe 365)
- Working familiarity with Canva and Microsoft Publisher, preferred
- Bilingual, preferred
- High school diploma or GED required; some college preferred

Additional

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a part-time position with work responsibilities on weekends and/or evenings to be determined with the supervisor.

List of Benefits

As a part-time employee, you are eligible for some employee benefits, including:

Benefits:

- 401(k) Retirement (opt-in, unmatched)
- Employee Assistance Plan

Paid Time Off

- Accrued Sick Leave
- Jury Duty Leave (up to two weeks)
- Bereavement Leave (up to 5 days)

Organization

- Free tuition in KeyNote programs for employee household
- Free employee instrument loans (if available)
- Paid professional development opportunities (as available)

Memberships

- Discounts at participating Balboa Park and NTC Liberty Station vendors
- Free admission to participating museums in Balboa Park and the San Diego Zoo

About KeyNote

KeyNote's mission is to instill excellence in musical achievement and personal growth through rigorous and inspiring music education experiences. We do this through both our traditional youth symphony programming (San Diego Youth Symphony), our neighborhood-centered programming (Opus and KeyNote Connect Programs) and early childhood music education (ChIMES and Music Discovery) classes. For more information, please visit

<https://www.keynote-music.org/>

Does this sound like you? If so, please email your resume and a thoughtful cover letter to hr@keynote-music.org