



Job Description

ESYO CHIME: Site Manager

Site Manager Job Summary

ESYO CHIME is an intensive music education program for students in the Capital Region of New York run by the Empire State Youth Orchestra. It is inspired by El Sistema, a program that uses the model of an orchestra to foster a sense of community and to cultivate self-worth. ESYO CHIME seeks to provide access to high quality musical instruction and to engage students in rich ensemble experiences. The Site Manager will be responsible for cultivating strong relationships with the parents, school, and community and help facilitate the daily operations for the CHIME site. Organizational experience is essential and experience working in urban school settings is desirable.

Site Manager Overview

Commitment: 2:00pm-5:00pm Monday-Friday; additional professional development hours will vary

Location: Van Corlaer Elementary School – 2310 Guilderland Ave, Schenectady, NY 12306

Reports to: ESYO CHIME Administrative Director

Start Date: September 2019

Employment Type: Part-Time: Hourly pay.

Job Expectations

- Serve as CHIME Site Manager at Van Corlaer Elementary School in Schenectady.
- Support the Site Leader and staff to ensure the smooth operation of the program.
- Maintain daily communication with the CHIME Administrative Director.
- Take attendance and oversee student conduct.
- Manage communication with CHIME families.
- Provide data to the CHIME Administrative Director at their direction.
- Adhere to the overall mission of ESYO CHIME, including all policies, procedures and behavioral management protocols.
- Maintain working hours from 2:00pm-5:00pm Monday through Friday on site, and as needed at off-site performances and events.
- Participate in all professional development and staff training sessions.

Qualifications

- Associate Degree required, Bachelor's Degree preferred with strong knowledge of education-based administration.
- Experience working with students with challenging behavior.
- Ability to work with diverse personalities and populations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent organizational and operational skills.
- Knowledge of Microsoft and Google Applications.
- Self-motivated and able to work independently desired.

How to Apply

Empire State Youth Orchestra is an equal opportunity employer and a drug free workplace. Please send a cover letter and resume to Jared Shortmeier, CHIME Administrative Director, jshortmeier@esyo.org with the position and your first initial and last name in the subject line.