



FROM THE TOP
From the Top
Job Description

Position: Education Program Coordinator
Department: Education
Reports to: Director of Education and Community Outreach
Available: August, 2010

Organizational Overview

From the Top is a non-profit organization that encourages and celebrates the commitment of young people to music and the arts through an Emmy-award winning PBS television series *From the Top at Carnegie Hall*, a popular weekly NPR radio program, live events and in-school residencies throughout the country, and a website designed for kids, teachers and music-lovers alike.

Job Description

Reporting to the Director of Education, the Education Program Coordinator provides support to the education team's varied and multiple efforts, including road show workshops and special events; distribution and tracking of various products; national arts leadership institute; maintenance of website and data bases; communication and performance scheduling activities related to all education efforts.

RESPONSIBILITIES

As a key support to the education and outreach efforts and member of the education team, the education program coordinator will:

Manage logistics for all education shows and special events

- Performance scheduling
- Maintaining inventory
- Assembling and packing binders
- Collecting listening guides
- Arts leadership workshop logistics – communicating with hotel or other venue about space, time, food, technology set up, etc...
- Collating survey information
- Friends on facebook – connect to blog (tracks into excel spreadsheet – goes into binder system)

Manage product distribution and follow up logistics

- Respond to requests, track inventory
- Organize reply cards into data base

Design and maintain education database

- Support information gathering and technology activities
- Assist in maintenance of blog and website
- Assist in building database that will help demonstrate impact and effectiveness of education and leadership programs

Other

- Assist in coordination and support of national arts leadership institute
- Assist in program research to inform program development
- Support education staff administrative needs – scheduling, travel, etc...
- General and specific communication with young artists, parents, and hosting venues

Qualifications

- Bachelor's degree and 2+ years experience in administrative coordinating role
- Excellent interpersonal, communication, and organizational skills required
- Ability to prioritize, problem-solve, and work independently
- Ability to manage multiple projects simultaneously, while maintaining consistent attention to detail
- Excellent computer and Microsoft Office (Word, Excel) skills required
- Ability to work in a high energy, collaborative environment

Salary

Competitive salary and benefits commensurate with experience

To apply, send a cover letter and resume to hr@fromthetop.org. Please apply by July 30.