



**POSITION DESCRIPTION**

<b>JOB TITLE: Music Coordinator</b> Job Class:	
<b>DATE</b>	Chief Academic Office Music Curriculum
<b>BARGAINING UNIT:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range: \$</b> <b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> Performs a range of complex duties in support of the music education programs for Milwaukee Public Schools (MPS). Organizes and coordinates MPS music education activities that operate in conjunction with the Wisconsin School Music Association policies and procedures for district solo-ensemble and concert festivals as well as MPS district wide music events. Assists the Music Curriculum Specialist in the scheduling and the maintaining of the records of the MPS Traveling Music Teachers and Saturday Music Center programs. Maintains a working knowledge of and can perform basic music instrument maintenance functions.</p>	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Organizes and coordinates W.S.M.A. District Solo-Ensemble and Large Group Concert Festivals at both the middle school and high school levels (including scheduling, arrangements of building permits, room/instrument set up, the contracting of approved adjudicators) and monitors so that procedures are in compliance with W.S.M.A. policies.
2. Assists the Music Curriculum Specialist in representing the district at W.S.M.A. training and/or conference events.
3. Organizes and coordinates large scale MPS district performing events such as Drum Line Competitions (high school and middle school), Biennial Music Festivals, and the "Deck the Halls of Central Office" program.
4. Assists Music Curriculum Specialist in the organizing and communicating to classroom music and Traveling Music Teacher staff of any in- services, workshops or departmental meetings, including but not limited to the preparation of correspondence/materials and informational handouts/brochures, setting up of flash drives for Traveling Music Teachers and assisting in facilitating opening TMT training sessions as well as working with community partners.
5. Assists Music Curriculum Specialist by applying computer knowledge to provide various office documents such as letters, reports, databases and promotional materials.
6. Assists Music Office Instrument Specialist in monitoring music instrument inventory, engraving new instruments, tracking music vendors and vendor repair specifications.

7. Assists Music Office Instrument Specialist in identifying traditional and non-traditional music instruments for proper placement to individuals and schools through the MPS Music Office instrument rental program, including the proper fitting of multiple sizes of violins/cellos and bonding procedures.
8. *Assists Music Office Instrument Specialist in identifying traditional and non-traditional music instruments for maintenance and repair requirements, including the ability to perform minor instrument maintenance/repairs, including but not limited to: lubrication of valves and slides (trumpet, cornet, trombone, baritone, tuba), replacing of strings and bridges (violins, violas, cellos).*
9. Collaborates with Art & Music Department Secretary to coordinate those functions that are administratively interconnected.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Music Curriculum Specialist.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A high-school diploma or a GED is required. Additional training in music or administration is desired.

**Experience Requirements**

Must be able to type 45 words per minute and have three years of clerical experience to include MS Office software. Previous MPS experience is desired.

**Knowledge, Skills, and Abilities**

A willingness to learn procedures for implementation of different types of music festivals. Must be able to coordinate large-scale music festivals and ensure compliance with music copyright laws, facilitate rehearsal and bus transportation scheduling and monitor vendor contracts. Knowledge of traditional and non-traditional music instruments is helpful. Demonstrated knowledge of procedures to properly fit music instruments and accessories to student size and need is desired. Must be able to work independently and interact effectively with staff, administration, vendors, other agencies and the public. Deals with a large diverse population, including individual schools, various departments within Central Office and the general public. Bilingual (English/Spanish) skills are preferred.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Incumbent must be flexible to work occasional evenings and weekends. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**