

CAAM CHORAL ARTS ALLIANCE OF MISSOURI

CYC ASSISTANT JOB DESCRIPTION (Part-time)

JOB TITLE: Columbia Youth Choirs (CYC) Assistant
REPORTS TO: CYC Coordinator and Artistic Director
FLSA STATUS: Exempt

ORGANIZATION OVERVIEW

Choral Arts Alliance of Missouri, a 501(c)3 non-profit, provides exceptional choral arts experiences, accessible to all individuals from beginning youth to professional musicians. Through each of its choral ensembles, CAAM seeks to foster greater understanding and appreciation of the choral arts, build a sense of community, and make connections with a diverse demographic with its varied educational and outreach programs. As the area's only large-scale community choral program, CAAM is unique in providing a space for anyone who wants to sing without requiring any auditions, from age 5 through the seasoned adult.

SUMMARY

Assists the CYC Coordinator and Artistic Director in the day-to-day operations of CYC.

COMPENSATION

\$1,280.00 salary (\$16.00/hour) over nine months from September-May.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the CYC Coordinator with the administrative tasks for running CYC. These tasks may include but are not limited to :
 - attending all CYC rehearsals (Sundays from 3:00-6:00 p.m.)
 - attending all CYC performances (usually two per semester)
 - helping with member registration
 - organizing music
 - representing CYC and CAAM during public events
 - supervising CYC students at rehearsals and/or performances.
- Perform other duties as requested by the CYC Coordinator or Artistic Director.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

- Ability to maintain appropriate student supervision with maintenance of a positive, safe, and orderly environment for students in grades K-12
- Excellent interpersonal skills with high professionalism
- Strong written and verbal communication skills
- Excellent customer service ethic and high expectations for quality
- Ability to balance work within a team setting
- Multitasking and working well under pressure
- Ability to accomplish projects with little supervision

- Skills in organization, attention to detail, and planning tasks
- Flexibility to change directions midstream and work within limited time frames

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Associate's degree or two years of college preferred; significant work experience can substitute for the degree
- Experience working with elementary and/or high school students

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.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle, or feel. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

Work is performed primarily in a classroom, church, or other concert/rehearsal venue setting.

I have read the above job description and understand its content. I understand that responsibilities outlined in this document will be used as a basis for my yearly performance evaluation.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To apply, email your resume and cover letter to
managingadministrator@choralartsallianceofmissouri.org.