



MUSIC EDUCATION ASSISTANT

ARTS & LEARNING CONSERVATORY VISION & CULTURE

The best and brightest always have choices in the Performing Arts Industry. We exist to make high quality arts, equitable and accessible to all children, regardless of socioeconomic status.

The Arts & Learning Conservatory is a highly awarded, leading after-school arts provider in Orange County. Our high-quality arts programs are accessible to all children regardless of income or background as our goal is to set students up for success in life artistically, academically, and socially. Founded in 2004, the Arts & Learning Conservatory (ALC) reaches nearly 1,500 children annually across numerous campuses throughout Southern California. Students confidently explore the arts within a family-feel environment. We purposefully make each program meaningful, challenging, and impactful.

We want you to view your time with the Arts & Learning Conservatory as an investment in your future that includes growth along the way. The longer you stay with Arts & Learning Conservatory the wider the breath of opportunities and experiences you will gain and the greater impact you will make on the lives of our youth. We know that our overall success is a combined effort. If you are looking for an opportunity to express and explore your passion for the performing arts in a supportive and inspiring atmosphere, read on!

SUMMARY

The Arts & Learning Conservatory is seeking an assistant to the Music Education Director to undertake a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out important operational duties. To be an excellent assistant, you must be organized and detail-oriented and comfortable working with diverse teams. The goal will be to facilitate the effective management of programs according to the organization's standards. This position reports directly to the Music Education Director.

EDUCATION & DESIRED QUALIFICATIONS

We are looking for music teachers that are fun, engaging, and can provide a positive and comfortable learning environment.

- High School Diploma or GED Equivalent
- Tech literate, proficient in Microsoft Office Suite, Google Suite, and Zoom.
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Friendly and responds well to quick deadlines

SCHEDULE & PAY

- Commensurate with experience, starting at \$15/hr
- 15-25 hours per week

To apply, please submit resume to ALC's Music Education Director, Edwin Lovo.
lovoe@artsandlearning.org.