

RHODE ISLAND PHILHARMONIC MUSIC SCHOOL
JOB POSTING

Title: Branch Coordinator – Part Time – Evenings
Department: Music School

Scope of Position:

The Branch Coordinator is the first point of contact for students, faculty, parents and community entering the music school facility. The Branch Coordinator is responsible for providing quality customer service and facilitating the business needs of the Rhode Island Philharmonic Music School. This is a part time, non-exempt position.

Reports to: Music School Assistant Director

Work Schedule: Mondays 4:30pm – 9pm
Tuesdays, Wednesdays & Thursdays, 5pm – 9pm

Works Closely With: Student Services Coordinator, Registrar, Education Business Manager, other Branch Coordinator(s), Youth Ensembles Manager, Faculty & Families

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Essential Functions:

- Provide quality customer service
- Branch receptionist – transfer calls/take messages/answer questions/return calls
- Relay student cancellations/absences messages to faculty
- Enter contact data into CSMS – Music School database (address, phones, emails)
- Check-in desk for teachers
- Accept payments
- Assist Registrar and Education Business Manager with tuition collection
- Oversee facility/daily operations (keys to rooms, requests for room changes or assignments, equipment requests)
- Document piano tuning needs and other equipment/room issues
- Perform opening & closing duties for facility
- Provide support for faculty (make copies of administrative documents, distribute mail, etc.)
- Manage faculty attendance binders for facility (and home teachers)
- Coordinate student performance hours and programs
- Process student attendance

Other Responsibilities:

- Maintain professional music school environment
- Other responsibilities, projects or duties at the direction of the Registrar, Education Business Manager, Instruction & Student Services Manager or Assistant Music School Director

Essential Qualifications Profile:

- Excellent Customer Service skills
- Extreme Dependability
- Minimum of two years of administrative experience
- Proficiency in computer skills, fluency in Microsoft Word and Excel
- Detail-oriented; Efficient and accurate data entry skills
- Excellent organizational skills
- Professional and engaging interpersonal skills
- Professional telephone manners
- Demonstrated problem solving skills
- Knowledge of music/music education
- Ability to assimilate new activities/information quickly in a fast paced environment
- Bachelor degree preferred
- Bilingual in English and Spanish preferred

About The Rhode Island Philharmonic Orchestra & Music School:

The Rhode Island Philharmonic Orchestra and Music School is devoted to engaging people as lifelong listeners, teachers, learners, creators and performers of music. We are the largest combined professional orchestra and music school in the United States. The school offers music education programs and performance opportunities to people of all ages, incomes and ability levels. Now in its 29th year, the **Rhode Island Philharmonic Music School** serves approximately 1,500 children, youth and adults every week with lessons, classes, ensembles and community partnership programs, and an additional 13,000 students annually through partnerships, residencies, education concerts and in-school performances. Ensembles include five youth orchestras, two wind ensembles, ten jazz ensembles and nine chamber music ensembles. Information about classes and performances is available at musicsschool.riphil.org.

Employee Benefits

- 403(b) Savings Plan
- Paid Holidays
- Paid Vacation

Application Instructions: Incomplete Applications will not be considered

Email, fax or mail

1. **A cover letter describing your interest in the position along with confirmation of your ability to work the hours as listed.**
2. **Resume**
3. **3 references**

Evening Branch Coordinator Search

**Attention: Christine Eldridge
Rhode Island Philharmonic
667 Waterman Avenue
East Providence, RI 02914**

**Email: celdridge@riphil.org
Fax: 401.248.7071
riphil.org**

No Phone Calls - Please