



Description

The Chicago Center for Music Education is a non-profit community music school located in the West Town neighborhood with programs at 12 partner organizations, 6 of which are Chicago Public Schools. Of the 3,500 students we serve approximately 75% are from economically disadvantaged families and approximately 50% have diverse learning needs. Our annual budget exceeds \$1,000,000 with 6 full-time employees and 19 part-time employees.

We seek a full-time General Manager to oversee program and facility operations at our facility in the West Town neighborhood of Chicago.

Job Responsibilities

Oversee and maintain program and facility operations including but not limited to:

- Provide services to customers and facilitate scheduling and enrollment
- Provide assistance to teaching artists
- Oversee class and student schedules
- Facilitate student retention process
- Maintenance of systems and equipment
- Software maintenance
- Website maintenance
- File and data storage
- Contact management
- Vendor management
- Front desk operations
- Maintenance of musical equipment
- Purchasing
- Manage facility maintenance
- Support fundraising activities

Who we're looking for...

In order to effectively fulfill our mission, we need an extraordinary individual to oversee the organization's program and facility operations. We're not looking for average. We're not looking for someone good with potential. We're looking for someone who is great! Someone who wants to commit to playing a significant role in helping to take ChiME to the next level. We're looking for someone who can provide proactive, memorable service, has very high standards for their work, a thinker and a doer, and someone who craves learning. If you are out there, come join like-minded professionals to help inspire greatness in the next generation. Additional preferred experience includes:

- Prior experience overseeing operations
- A bachelor's degree in music.
- Bi-lingual abilities
- A PEOPLE person
- Familiarity with Microsoft software
- Excellent communication skills
- Excellent self-management and relationship management skills
- Great attention to detail/organizational ability
- A sense of humor

Compensation

Our budget will allow for a salary between \$50K and \$60K. If you are the right person, we'll provide our best possible offer to bring you on to the team. ChiME covers 60% of benefits for employees and dependents, and also provides 100% coverage for long-term disability insurance.

To Apply

Interested candidates should send a letter of interest highlighting past evidence as a "difference maker", and a resume highlighting relevant work experience and accomplishments. Materials should be sent to jobs@chimemusic.org and include **"General Manager" in the subject line**. Review of candidates will begin immediately and continue until the position is filled. **NO PHONE CALLS. PLEASE RESPOND VIA EMAIL ONLY.**

ChiME is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. Please advise us in writing of special needs at the time of application.

To learn more about ChiME's work, please visit www.chimemusic.org.