

MASTER CHORALE

Education Associate Job Description (Temporary)

Reports to: Vice President of Artistic Operation, Associate Director of Education, Director of Youth Chorus LA

Part-time: 20 hours a week at \$25 an hour.

Timeframe: February 24, 2025 – May 16, 2025

Role: The Education Associate plays a critical role in supporting the execution of Los Angeles Master Chorale's education programs, including Youth Chorus LA, High School Choir Festival (HSCF), Voices Within, and Oratorio Project. Collaborating with other departments as required.

Primary Responsibilities:

Education Department

- Coordinate the creation, assembly, and distribution of all printed materials for school programs.
- Provide support for collecting and managing student/participant data.
- Maintain organized and accessible electronic files.
- Support with tech elements for program rollouts and culminations, including supertitles, slideshow presentations, and audio/video needs.
- Assist in creating concert and culmination programs.
- Maintain an inventory of Education Department materials and supplies.
- Take and organize meeting notes.
- Keep an updated calendar of education department events.
- Assist with setting up and tearing down event spaces for education and community engagement activities, including sign-in and material distribution.
- Manage volunteer responsibilities for special events including High School Choir Festival.
- Attend biweekly staff meetings and other meetings as needed.
- Generate program data reports as requested.
- Perform other duties as assigned.

Youth Chorus LA

- Follow up on attendance-related communications.
- Support ongoing participant recruitment efforts.
- Catalog and organize the music library.
- Create stage and seating chart layouts for education events.
- Build and manage electronic forms and surveys.



- Coordinate and support YCLA parent orientations and meetings.
- Manage YCLA singer registration and parent communications.
- Organize and attend education program production/tech rehearsals and culmination activities/performances.

Important Dates:

Must be available for in -person work on the following dates:

- March 3, 2025 | 2-6PM
- March 4, 2025 | 2-5PM
- March 5, 2025 | 12-4PM
- March 6, 2025 | 9AM-1PM & 5-8PM
- April 8 & 9, 2025 | 8AM - 12PM
- May 11, 2025 | 3 - 7PM
- May 15, 2025 | 10AM – 5PM
- May 16, 2025 | 7AM – 3PM

Education, Experience, Knowledge, and Key Skills:

- A college degree in music, music education, or arts administration is preferred, or equivalent experience in music education or music performance, preferably with an emphasis in choral music.
- Some experience working in arts education or community engagement programs.
- Some understanding of arts education curriculum.
- Good collaboration skills and the ability to work in a fast-paced, dynamic team environment.
- Excellent verbal and written communication skills.
- Proficient in standard office technologies.
- Fluency in Spanish, both written and spoken, is a plus.

Traits and Desired Characteristics:

- A passion for arts education and the ability to effectively communicate the mission and goals of the organization's educational programming.
- Excellent written and verbal communication skills.
- Interest and ability to engage successfully with students of all ages.
- Flexibility, collaboration skills, and a commitment to maintaining high standards for the Master Chorale's education programs.
- The ability to work within a diverse community.
- Able to work in a hybrid work arrangement, combining office and remote work.
- Able to make in-person visits to locations where the organization's education programs and activities occur.

Application Process: Please submit a current résumé via [this form](#).

Email jmeza@lamasterchorale.org if you have any questions. Please, no phone calls or texts.

