



**KALAMAZOO  
SYMPHONY**  
ORCHESTRA

**KALAMAZOO KIDS IN TUNE PROGRAM ASSISTANT (Elementary Site)**

PART-TIME JOB OPENING | November 2021

**Position Summary:**

The person in this position provides high-quality supervision, enrichment, behavior support and mentorship to students of Kalamazoo Kids in Tune, an afterschool orchestra program and a partnership of Kalamazoo Symphony Orchestra and Kalamazoo Public Schools. KKIT Program Assistants are the staff members primarily responsible for supervising students during meals, transitions, enrichment and dismissal times, and will support KKIT music faculty during music classes to maintain a positive and productive classroom environment. Program Assistants serve as positive role models for students, supporting students holistically, fostering social and emotional development alongside musical growth.

This position reports to the Afterschool Program Manager.

**Primary responsibilities include, but are not limited to:**

- Supervise students during meals, transitions, and dismissal times
- Support KKIT faculty during music classes, enrichment classes, and choice times to maintain a positive and productive classroom environment.
- Assist with administrative duties such as tracking attendance, organizing supplies, maintaining the music library, and managing student files.
- Adhere to best practices of youth development including establishing a safe, positive environment; developing supportive relationships; creating opportunities for success for every child; honoring students' individuality and identity; establishing clear, consistent expectations; giving recognition; and having fun.
- Develop and maintain professional relationships with school staff, volunteers, families, students, and other community partners.
- Assist with planning and implementation of special events including concerts and family nights.
- Participate in planning meetings and training activities with the full staff.
- Participate in anti-racism, inclusion and equity learning opportunities; commit to ongoing personal development; contribute to the continual process of becoming a more inclusive, respectful, informed and equitable community.

**Qualifications:**

- High School diploma with relevant experience required
- Previous experience working with youth
- Proficiency as a musician or experience learning to play an instrument or sing is helpful, but not required
- Ability to work collaboratively in a team-oriented environment
- Self-starter with ability to perform job with little supervision
- Discretion in handling student information and communications
- Commitment to the cause of reducing barriers to involvement in the arts for children from all backgrounds
- Background and medical clearances
- Commitment to diversity and inclusiveness in thought, word, and action

*The Kalamazoo Symphony Orchestra is an equal opportunity employer*

**Working Conditions:**

KKIT operates in Kalamazoo Public Schools during afterschool hours during the school year and day-time hours in the summer. Instructors must be able to maintain a high level of energy, focus and positive attitude within a fast-paced, active, and occasionally stressful environment.

The goals of the KKIT program are attained in cooperation with Kalamazoo Public Schools. The partner organizations abide by agreed-upon policies, procedures, and regulations that support and protect students, and which all individuals involved in the program are required to follow and enforce.

Employee must have access to reliable transportation. Employee must be able to lift 25 lbs. and will be expected to set up and clear teaching and rehearsal spaces, including moving equipment. This position is subject to the rules and regulations set forth in the KSO Employee Handbook.

**Hours and Compensation:**

During the school year (mid-September through early June), in-person programming is held in the afterschool hours. The Program Assistant's schedule will be set based on program needs between 3:00-6:30 Monday-Thursday for support programming between 3:50-6:20. Additional meeting, planning, and training hours are scheduled as needed.

The Kalamazoo Symphony offers a competitive wage. This position is not eligible for benefits. The starting hourly rate for Program Assistant is \$16/hour.

**To Apply:**

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, a résumé, and a list of three professional reference contacts in PDF format to [hr@kalamazoosymphony.com](mailto:hr@kalamazoosymphony.com). For best consideration, apply by November 13, 2021.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply. Additional information about the Kalamazoo Symphony Orchestra can be found on our website at [KalamazooSymphony.com](http://KalamazooSymphony.com).