

## **ALCM Remote Education Coordinator Job Description**

### **Education Coordinator Potential Tasks:**

The Education Coordinator oversees the following tasks, as assigned by the Executive Director, regarding the execution of ALCM's educational events:

#### **Hearts, Hands, Voices Workshops:**

1. Recruit 40 locations per year to host Hearts, Hands, Voices workshops.
2. Support hosts related to program and in-person or virtual presenter plans.
3. Create web information and registration pages.
4. Coordinate the design and mailing of hardcopy and digital publicity pieces.
5. Solicit music and materials from publishers for traveling exhibits.
6. Coordinate materials and traveling exhibits to send to host sites.
7. Provide vendor and presenter payment details to ALCM office for payment.

**Hearts, Hands, Voices Conference(s) and support for Biennial Conferences:** (NOTE: The Education Coordinator supports details of conference programming once the Executive Director has secured the location and facilities.)

1. In even-numbered years collaborate with the Executive Director and staff to coordinate Hearts, Hands, Voices conference(s).
2. Support biennial conference committee work including attendance at conference calls and meetings.
3. Help with the conference exhibit space including table layout and reading session details.
4. Work with biennial conference committee leaders to schedule workshops and assign spaces.
5. Help with conference web information and registration pages.
6. Help with the design and mailing of hardcopy and digital conference brochure and other publicity.
7. Help with the design of hardcopy and digital conference book.
8. Help to coordinate materials to send to the conference site.
9. Serve as onsite conference registrar.

#### **Leadership Program for Musicians Course Development and Oversight:**

1. Coordinate regular updating of course materials.
2. Coordinate presenters and course schedules.
3. Help with course web information and registration pages.
4. Help with the design and mailing of hardcopy and digital publicity.

**Other Potential Duties:** as assigned by the Executive Director.

#### **Working Conditions:**

This position requires the physical ability to navigate conference and ALCM program and event locations. Responsibilities will require incumbent to occasionally lift and/or move up to 25 pounds and navigate challenging physical spaces in which equipment is located. The position requires manual dexterity; balance; standing, walking, and sitting for extended periods of time; and the ability to successfully pass a driver's license vision test. This position requires the incumbent to be able to use a standard telephone, computer, and other technology necessary for accomplishing 21<sup>st</sup> century work tasks. The Education Coordinator is expected to work from a home office or have other remote office arrangements and to have access to a computer and other necessary office equipment and supplies.

**Compensation:** Hourly position up to 15 hours per week starting at \$20.00 per hour. There are no additional benefits for this part-time position.