



Job Title: UniSound Program Coordinator

Description: The UniSound Program Coordinator coordinates all activities and helps to facilitate the growth of UniSound. Primary activities include, but are not limited to, communications and social media, scheduling and facilitating meetings, maintaining relationships with member organizations, and overseeing special projects within the program. With the right team member, this position has a lot of potential to grow quickly as the program grows!

Responsibilities and Requirements

Strengthening UniSound Organizations

- Building relationships and becoming familiar with member organizations and their administrators (including site visits, when possible);
- Maintaining and collecting new information from new and current member youth music organizations for online directory, blog posts, and other listings;
- Creating and issuing monthly e-mail distribution of newsletter;
- Brainstorming and implementing ways that UniSound marketing can serve all organizations.

Connecting UniSound organizations with Pittsburgh musical families

- Creating content for website and social media platforms to effectively promote UniSound;
- Working with TRYPO Marketing team to enact UniSound marketing plan and necessary tools to be of service to the participating organizations, parents, teachers and the general public including public, private, parochial and charter schools;
- Updating events calendar(s) and community calendars;
- Coordinating events/activities and traditional or digital campaigns (for example coordinating the UniSound Instrument Petting Zoo at the Three Rivers Arts Festival);
- Collecting and growing e-mail lists of Pittsburgh families.

General Responsibilities

- Managing the general UniSound e-mail account;
- Understanding and building UniSound mission and brand;
- Coordinating steering committee and member group meetings (including space reservations, note-taking, catering, attendance, and communication)
- Assisting with various research projects, as directed by the Steering Committee and/or Marketing team
- Creating and launching questionnaires and other forms of feedback and analyzing results;
- Creating marketing materials as requested by Marketing team;
- Providing administrative support to UniSound Steering Committee;
- Assist with UniSound's efforts to advance diversity, equity, and inclusion in our region.

Requirements and Physical Demands:

- Bachelor's Degree in related field, or equivalent working experience;
- Some knowledge of music (instrumental and/or choral), and a sincere belief in the importance of arts education;
- Reliability and punctuality;
- Positive attitude and ability to build a good rapport with organization representatives, students, parents/guardians, and colleagues;

- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- Adaptability and high level of attention to detail;
- Ability to manage multiple timelines and adhere to deadlines;
- Excellent writer and communicator (in both the written and verbal form) for not only e-mail communication but storytelling, blog posts, social media posts, etc.;
- Demonstrated project management skills;
- Must be highly knowledgeable of computers, minimum 50wpm typing, and knowledge of, or ability to learn software (Microsoft Office Suite 365, Salsa Labs/DonorPro for e-blasts, WordPress, etc.);
- Ability to manage standard social media platforms;
- If the candidate is personally active on social media platforms, public-facing content should be family friendly;
- Act 33 and 34 clearances required, FBI background check also required.
- This is a flexible-hours position, so self-motivation is a must.
- This role involves using standard office equipment such as computers, phones, cameras, photocopiers and could require moving around a room to take photos or video and sitting at a computer or desk for periods of time. Virtual operational aspects could involve running Zoom rooms with the camera on, including Zoom break-out rooms, chat monitoring, etc. When coordinating in-person events, the person in this position occasionally must move materials in and out of program locations, bend, crouch, lift, push, and pull up to 30 lbs.
- *Desired Bonus Skill:* Some graphic design experience a plus;
- *Desired Bonus Skill:* Connections with or knowledge of Pittsburgh neighborhoods, schools and districts, general geography helpful;
- *Desired Bonus Skill:* Driver's license and access to reliable transportation;
- *Desired Bonus Skill:* Prior work experience in arts administration, writing, sales or marketing is a plus;
- *Desired Bonus Skill:* Excellent communicator and creative thinker, with an ability to use both data and intuition to inform decisions.

Employment Details: This is a part-time, flexible position. Approximately 15-20 hours/week, some nights/weekends.

Report to: UniSound Steering Committee with guidance and administrative oversight from Executive Director of Three Rivers Young Peoples Orchestras.

Compensation: Hourly wage range is \$15-20/hr, negotiable. TRYPO offers a Simple IRA retirement plan with a 3% match.

Current COVID-19 adjustments

Most staff members are currently working from home with minimal office time. In Fall 2020, all our programs began to meet online via Zoom. We anticipate that Spring 2021 programming for UniSound will remain primarily virtual, with in-person programming to be determined based on state and county restrictions, all within TRYPO's "Serious About Safety" COVID-19 protocols. The incoming candidate is expected to complete all on-boarding procedures virtually. If needed, TRYPO will assist in the acquisition of computer and internet access.

To Apply

Submit resume, cover letter, and two short writing samples (e.g. eblast copy, press release, social media posting, etc.) to maggie@unisound.us. Please list job title in subject line. Applications will be reviewed on an on-going basis until the position is filled.

ABOUT UNISOUND:

Even with the abundance of youth-serving organizations in the area, each one has its own distinctive niche, identity, programs and service areas. However, there are numerous things that can be done as a group that no individual organization alone could accomplish due to budget, complexity or scale. To that end, UniSound is a coalition that aims to create a more accessible, sustainable, and equitable youth music ecosystem in the greater Pittsburgh area through its alliance of organizations which provide music education and performance opportunities for youth. Currently, UniSound is a program of Three Rivers Young Peoples Orchestras (TRYPO) and is supported by TRYPO's administrative team, but UniSound is ultimately guided by a Steering Committee comprised of UniSound Member Organizations and dedicated community members. See www.unisound.us for more information.

ABOUT TRYPO:

Three Rivers Young Peoples Orchestras (TRYPO) is a not-for-profit youth music organization that provides opportunities for Pittsburgh's musically talented young people to play and perform in large ensembles (a full symphonic orchestra, a string orchestra, a wind symphony, a percussion ensemble), small ensembles (Youth Chamber Connection coordinates small groups like string quartets), as well as take conservatory-style classes (like music theory and composition). See www.trypo.org for more information.

TRYPO is passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

At the time of employment, you must present documentation that you are legally authorized to work in the United States.