



New Song Music Academy

Equipping Students of All Ages
to Play Music They Love

Position:	Lessons Coordinator
Reports To:	Miriam Morales, CEO
Job Type:	Part-time with potential for full time in near future

New Song Music Academy (NSMA) - a private music lesson company teaching students of all ages to become fully developed musicians - is currently looking for an ambitious and dedicated professional to join our expanding company. The Lessons Coordinator serves as the primary point of contact for our students, families, and teachers for the daily operations of lessons.

Why join NSMA?

- Enjoy competitive hourly pay and get paid bi-weekly.
- Flexible schedule: 4 hours/day 50% Remote & 50% On Location (Mockingbird Station: Mockingbird & I-75)
- Be part of a fun work environment helping others develop a love of music.

Responsibilities

- Responding to scheduling-related phone calls and emails from students and families
- Interfacing with teachers to provide their support: help them manage their student schedules with Google Calendar, ensuring rosters are detailed and up to date.
- Conduct monthly faculty meetings and outings.
- Provide regular touchpoints with students and parents to ensure satisfaction.
- Organize Semester Performances with support from the *Artist in Residence*: connect with venue manager and any other vendors such as photographer.
- Approve weekly email newsletters in Wix to different client lists.
- Implement and improve existing operational processes and efficiencies.
- Data entry new semester launches with new students & teachers info.

Requirements

- Highly analytical, data-driven individual
- Excellent written and interpersonal skills
- Highly organized in physical and digital spaces and attention to detail
- Strong in prioritizing and meeting deadlines
- Any training or interest in music is huge plus but not required