



Position: University Chapter President

## **ABOUT MUSICAL MENTORS COLLABORATIVE**

Founded in 2009 by students at Columbia University, Musical Mentors Collaborative began as a small group of volunteer musicians - both amateurs and aspiring professionals - teaching free private lessons to elementary school students in Morningside Heights. MMC incorporated in 2011 as a 501(c)(3) non-profit, and in the following years established chapters at NYU, Queens College, Boston University, and Binghamton University. Since 2009, our volunteer instructors have collectively taught over 10,000 private lessons to hundreds of students. The [University Chapter program](#) matches each child with a college-aged musician who serves as an instructor and mentor during weekly lessons throughout the academic year. Our students learn to play a variety of instruments—from piano and violin to flute and ukulele—in a range of styles including classical, jazz, pop, and improvisation.

## **JOB DESCRIPTION**

We are seeking committed and driven college students to help launch and ultimately run a University Chapter of Musical Mentors at their University. The President will be responsible for working closely with the University Chapter Coordinator and Executive Director of Musical Mentors Collaborative to recruit volunteer instructors and help expand music opportunities for children in the surrounding neighborhood. This is an excellent opportunity to gain leadership experience while making a meaningful impact on young lives.

## **RESPONSIBILITIES**

*The below is not intended to be an exhaustive list of all duties or responsibilities associated with the job.*

### Recruitment and Retention

- Lead efforts to recruit new student chapter members
- Communicate with University on recruitment events and opportunities
- Host informational meetings and events
- Work with University Chapters Coordinator to create recruitment collateral
- Maintain a current list of members emails and phone numbers and a list of potential members information

### School Partnerships

- Schedule and program “Instrument Petting Zoo” at partner school/s
- Schedule and host “End of Semester Recitals” for partner school/s

### Community

- Serve as primary contact and external spokesperson for University Chapter
- Plan and preside over all University Chapter meetings
- Maintain communication with Chapter Members/University Chapter Volunteer Instructors
- Represent student chapter at MMC’s Annual All University Chapters meeting
- Recruit University Chapter members for the Executive Board
- Work with University Chapter Coordinator, faculty advisor, and e-board members to plan student chapter events, programs, and opportunities of value

### MMC Liaison

- Maintain contact with MMC staff and faculty advisor
- Support MMC in raising funds for University Chapter programs
- Manage any chapter related purchases and work with MMC to ensure appropriate expense tracking

## **TIME AND COMPENSATION DETAILS**

\$500 stipend. Alongside University Volunteer Instructors, the Chapter President would receive free trainings that focus on a variety of pedagogical and social frameworks.

August - May; 5-10 hours per week (depending on time of year)

Flexible remote work

## **APPLICATION PROCEDURE**

Please send a letter of interest and resume to [jobs@musical-mentors.org](mailto:jobs@musical-mentors.org). Please label all attachments with the attachment type, year, job title, and applicant’s last name. Please label subject of email “**XX** University Chapter President”