



Providing the foundation for a lifelong engagement with music!

Current Opening: Part-time Screeners – Winnetka and Lake Forest (April 2021)

POSITION SUMMARY

Screeners are responsible for greeting everyone who visits the Winnetka and Lake Forest campuses of the Music Institute of Chicago. In addition, they will administer our COVID-19 questionnaire and take temperatures, among other tasks.

The Music Institute of Chicago believes that enjoying and understanding music, and developing the skills to create and perform music, enhance the quality of life, and nourish the human spirit. More than entertainment or ambient sound, music is a vehicle for understanding, communicating, and self-improvement, as intrinsic to the human experience as language.

Through joyful music learning, listening, and playing, MIC students make themselves better, and better able to contribute to the world. We are dedicated to transforming lives through music education.

JOIN US! – We are seeking candidates interested in working in a music-filled environment, seeking a flexible schedule, and committed to providing outstanding customer service to everyone they greet. Our part-time staff helps us meet our critical need to be available to parents, students, employees, and visitors interested in our fabulous classes, programs, and activities. The Screeners must be friendly and courteous with a pleasant personality, excellent communication skills and the ability to multi-task effectively. *If this describes you, consider joining the Music Institute of Chicago.*

The position is open at the following campuses of the Music Institute of Chicago:
Winnetka, 300 Green Bay Road; Lake Forest, 40 E. Old Mill Road.

Primary Responsibilities:

- Greet visitors
- Administer COVID-19 questionnaire and record responses
- Take and record temperatures
- Keep a log of everyone in the building
- Provide face coverings as needed
- Enforce hand washing and social distancing
- Disinfect common areas, including bathrooms, every hour.

Part-time Hours: We are looking for several Part-time Screeners who can work flexible shifts at our Winnetka and/or Lake Forest campuses. **A typical shift is at least 10 hours per week. Examples of available shifts include:**

Monday – Saturday, 9:00 am – 3:00 pm; 3:00 pm – 9:00 pm

Sunday – To be determined

Required Qualifications and Skills:

High school diploma or equivalent

1-3 years' experience in general office administration or customer service

Basic knowledge of personal computers

Demonstrated experience using computers to accomplish typical office tasks, such as creating and sending business emails and keeping track of activities or tasks.

Preferred Experience:

Familiarity with non-profit organizations and/or an academic environment

Love of music and experience working in a music setting.

Required Competencies:

Friendly, courteous personality and professional demeanor

Excellent verbal communication skills

Ability to multi-task

Self-motivated, proactive worker

Promptness and reliability.

Salary: \$13.00 per hour

NOTE: To be considered, applicants must be able to work the available shifts at either the Lake Forest and/or Winnetka Campus.

To Apply: *Qualified applicants must send a resume to Human Resources at hr@musicinst.org.*

Please include a brief cover letter, or summarize your interest in this position, including your qualifications. You must also indicate the primary location where you desire to work – Winnetka or Lake Forest – and whether you can also work at both campuses.