

Position Title Lake Forest Campus Director		Manager's Position (Reports to) Vice President and Dean of Academic Affairs
Department Lake Forest Administration	Location Lake Forest	Date Last Updated 8-24-23
Full or Part Time FT	Exempt/Non-Exempt Exempt	Staff or Faculty Staff
Main Responsibilities THE PRIMARY PURPOSE OF THIS POSITION IS TO MANAGE THE LAKE FOREST CAMPUSES, MAINTAINING THE ACADEMIC STANDARDS OF MIC AND RUNNING ALL OPERATIONS PROFESSIONALLY AND EFFICIENTLY.		
Task Description		Time Component (%)
<i>Student Intake and Placement</i> <ul style="list-style-type: none"> • Manage inquiries from current and prospective students and families, including detailed information on MIC programs and policies. • Make lesson and/or class recommendations to prospective and returning students, follow up with families • Conduct placement interviews with prospective students and families • Assign teachers for private instruction • Confirm lesson times and class assignments • Document and analyze inquiry, placement, and enrollment data • Communicate with Dean regarding studio changes and reassign students accordingly • Update teaching schedule in scheduling program 		40 %
<i>Recruitment and Retention</i> <ul style="list-style-type: none"> • Meet annual enrollment and retention targets for private and group instruction • Monitor student retention by studio and communicate with Vice President and Dean of Academic Affairs • Work with Director of Community Engagement and participate in community events and initiatives to increase awareness of MIC. • Work with Director of Community Engagement to contact key public and private school music education personnel in your campus region. • Work with Director of Community Engagement regarding recruitment events on campus, in schools, and in other community venues • Organize special campus events 		25 %
<i>Campus Management</i> <ul style="list-style-type: none"> • Organize and oversee campus recitals • Schedule and arrange set-up for studio recitals • Work with CFO to manage facility issues: heating/air-conditioning, plumbing, lighting, alarm systems, building security, carpets, snow and leaf removal; monitor cleaning crew • Maintain office equipment (printers, copiers, etc.) • Communicate with staff and faculty regarding room set-up and breakdown for classes and meetings • Manage campus facility rentals 		15 %
<i>Faculty Relations</i> <ul style="list-style-type: none"> • Create academic year and summer room schedules • Maintain faculty scheduling database • Serve as primary point of contact for faculty regarding student placements and facility needs 		10 %
<i>Office Management</i> <ul style="list-style-type: none"> • Hire, train, and supervise administrative assistant(s) and receptionists • Cover front desk when administrative assistant is on break; manage receptionist schedule and secure substitute receptionists as needed • Ensure that tuition payments and mail are brought to Central Administration in a timely fashion • Oversee organization of storage areas 		7 %

<p>Miscellaneous</p> <ul style="list-style-type: none"> ▪ Set up for recitals and large ensemble rehearsals ▪ Shovel/salt outdoor stairs and sidewalks as needed ▪ Other duties as assigned 	<p>3 %</p>
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<p>Qualifications:</p>
<ul style="list-style-type: none"> ▪ Musician with bachelor’s degree in music related field ▪ 3-5 years of administrative or customer service experience, preferably in the non-profit sector ▪ 2-5 years of experience in music education
<p>Competencies:</p>
<ul style="list-style-type: none"> ▪ Ability to take initiative and follow through on projects ▪ Creative problem-solving ▪ PC knowledge and proficiency in Microsoft Office Suite ▪ Experience with a registration database ▪ Ability to handle multiple tasks simultaneously ▪ Database management proficiency ▪ Superior organizational skills ▪ Strong attention to detail ▪ Excellent communication and collaboration skills
<p>Other Desirable Qualities:</p>
<ul style="list-style-type: none"> ▪ Ability to work independently and cooperatively with faculty and staff ▪ Flexible and adaptable style ▪ Positive spirit and energy ▪ A good sense of humor
<p>Work Conditions:</p>
<p>The hours for this position are Tuesday - Friday 11:00 am – 7:00 pm and Saturday 9:00 am – 5:00 pm; additional hours are sometimes required based on the needs of the Community Music School.</p>
<p>Equal Employment Opportunity:</p>
<p>It is the policy of the Music Institute of Chicago to provide Equal Employment Opportunity to people in all aspects of employer/employee relations without discrimination because of race, color, religious creed, gender, sexual orientation, parental status, national origin, citizenship, ancestry, marital status, military discharge status, source of income, housing status, age, or disability. This policy affects decisions regarding hiring, compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment.</p>
<p>Vaccinations:</p>
<p>All in-person employees of the Music Institute of Chicago must be fully vaccinated for Covid 19.</p>
<p>To Apply:</p>
<p>We welcome candidate inquiries and referrals. Please send cover letter and resume to Emily Abraham, Vice President and Dean of Academic Affairs, at eabraham@musicinst.org. Salary and benefits are market competitive and offered commensurate with experience.</p>