Little Kids Rock

Title: Content Coordinator

Location: 271 Grove Avenue, Building E2, Verona, NJ 07044*

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: ASAP

Job Description: The Content Coordinator will be a dynamic and creative team member responsible for coordination, tracking and dissemination of content for Little Kids Rock curriculum. The successful candidate will also utilize their personal musical and technological skills, as well as work with consultants, to assist in development of content. She/he will be a project-oriented collaborator who pays close attention to detail, meets deadlines, and constantly aims to update and improve Little Kids Rock curricular resources. This person possesses a personal and professional commitment to music education and has the operational savvy necessary for the growth of the organization.

Primary Responsibilities:

- Working with Director of Teaching and Learning, coordinate and track curriculum goals, projects, timelines, deliverables, budgets and expenses
- Create and implement processes for the curation and ongoing management of Little Kids Rock content (print and online)
- Coordinate content housing and storage, including professional development materials
- Coordinate dissemination of content once approved by Director of Teaching and Learning, working with colleagues to integrate content into professional development materials, online and printed materials
- Serve as point person for teacher/consultant resources, coordinating deliverables, maintain active database of consultants and assisting in sourcing consultant resources
- Adapt and develop curricular materials from consultants and Content Specialists, such as audio, visual, web design specialists, performing artists and teachers
- Proofread and edit curriculum copy
- Assist Content Specialists (and Director of Teaching and Learning) in development of musical materials for curriculum as needed
- Identify, organize and group musical examples for use by colleagues
- Organize training materials, presentations, and professional development sessions to help new and current teachers become proficient in our content
- Other responsibilities and tasks as assigned

Qualifications:

- Bachelor’s degree required
- Highly organized, detail oriented and able to keep an eye on the moving parts of multiple projects; strong time management and scheduling skills
- Great verbal and written communication skills to ensure continuing positive relations with consultants and teachers
- Musician with competency in popular music as well as traditional theory/musicianship/reading
Knowledge of varied forms of music technology: notation software, audio/video recording
Project management experience including the proven ability to effectively manage multiple projects, self-prioritize, and adjust to shifting priorities while meeting deadlines and showing attention to detail
Highly organized and great at planning ahead
Values quality work and has a discerning eye for quality and consistency
Comfortable with spreadsheets, Google documents, and Office Suite
Microsoft PowerPoint experience creating multi-media presentations
Musician with competencies in popular music instruments
Has used music notation software (Sibelius/Finale) for creation of musical scores, including knowledge of traditional musical staff notation and music theory
Experience with recording projects as audio engineer with acoustic instruments, vocals, midi, virtual instruments, etc. (Logic preferred)
Basic understanding of website creation/maintenance and understanding of how to upload and update content

Ideal Attributes

- A shared passion for Little Kids Rock’s mission and pedagogy
- Detail oriented, reflective, and committed to ongoing innovation
- Exceptionally strong interpersonal, written and aural communication skills
- An entrepreneurial spirit
- Ability to anticipate challenges and take initiative
- A dynamic, charismatic temperament that fosters enthusiasm in others
- A collaborative individual willing to consider diverse opinions and integrate them into creating effective solutions
- An individual of the highest integrity

Application Instructions: Please email cover letter (cover letter may be in the body of the email) and attached resume to programjobs@littlekidsrock.org with “Content Coordinator” in the subject line. In the email please briefly state: relevant experience (including number of years of experience) and what you consider makes you a unique candidate for this position as relates to the job description’s Keys to Success. References may be requested.

No phone calls please. Early submission recommended. This position is available immediately.

About the Organization: Little Kids Rock is a national nonprofit dedicated to transforming lives by restoring, expanding, and innovating music education in our schools. The organization partners with public school districts to train teachers to run its innovative Modern Band curriculum, and donates all the accompanying instruments and resources necessary to teach popular music in a way that empowers students to experience instant achievement. What began as a single after-school guitar class has since exploded into a national movement that brings free, weekly music lessons to more than 275,000 public school children through the efforts of more than 1,800 teachers in 127 school districts nationwide. To date, Little Kids Rock has served more than 500,000 students. For more information about our work, please visit our website: www.littlekidsrock.org.

Working at Little Kids Rock – Our Workplace Values
1) We are committed to kids and teachers and passionate about the power of music to impact their lives.
2) We are one team, with one mission, and one groove, and together we make good things happen.
3) We are creative, entrepreneurial, positive and playful.
4) We are inspirational.
5) We are accountable.
6) We are respectful.
7) We support personal and professional growth.
8) We work to lead the field – thoughtfully, strategically and with urgency.

Disclaimer Information: Little Kids Rock is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. Little Kids Rock does not discriminate on the basis of race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.

EOE

*Location and Travel: Little Kids Rock is located in Verona, NJ (near Montclair). Once working relationships and projects are established there may be flexibility to work out of a NYC office up to a few days per week.