

JOB DESCRIPTION

Jazz St. Louis



Title: Education Coordinator

Location: St. Louis, MO (On-site)

Reports to: Director of Education and Community Engagement

Direct Reports: None

Position Overview

The Education Coordinator supports the planning, coordination, and implementation of Jazz St. Louis (JSL) education and community engagement programs. Working under the direction of the Director of Education and Community Engagement and collaboratively with the Education Associate, this position ensures the successful day-to-day administration and delivery of programs serving students, families, educators, schools, and community partners throughout the St. Louis region.

The Education Coordinator carries significant responsibility for student-facing programs, including JazzU and Jazz Academy, and plays an active role in coordinating school-based programs, artist residencies, student performances, auditions, educational events, and selected community engagement initiatives. This role requires a highly organized, collaborative, and student-centered professional who is committed to the transformative power of jazz education.

Organizational Values Alignment

This position supports the organization's core values in the following ways:

Artistry: Champions jazz as a living educational and cultural tradition, connecting students and communities to the highest levels of musical excellence.

Community: Builds meaningful, lasting relationships with students, families, educators, teaching artists, and community partners across the St. Louis region.

Equity: Ensures that all young people — regardless of background or circumstance — have access to high-quality jazz education and transformative artistic experiences.

Excellence: Delivers programs with the same commitment to quality, care, and professionalism that defines Jazz St. Louis on and off the stage.

Key Responsibilities

1. Education Program Coordination

Essential Duties:

- Coordinate the day-to-day administration of JazzU, including student and family communication, auditions, ensemble scheduling, rehearsals, performances, special events, and related activities.
- Work closely with the Education Associate and Director of Education and Community Engagement in the implementation of Jazz Academy, including student recruitment, enrollment, attendance, family communication, transportation, performances, and special activities.
- Assist with student recruitment and retention efforts across Jazz St. Louis education programs.
- Coordinate and support activities related to JSL education programs, including Jazz for Our Schools, Artist Residencies, Youth & Family Concerts, scholarships, school partnerships, and other educational initiatives.
- Coordinate schedules and communications with teaching artists, clinicians, educators, schools, students, and families.
- Assist with auditions, showcase concerts, evaluations, workshops, residencies, student performances, and other special events.
- Assist in developing and maintaining relevant resources for students, families, teachers, and participating schools.
- Support the implementation of curriculum and educational resources developed or adopted by Jazz St. Louis.
- Assist with selected community engagement initiatives as assigned, including Whitaker Jazz Speaks, Music Heals, Jazz St. Louis Book Club, OLLI, and other departmental programs.

Success Indicators:

- Programs are coordinated and executed on schedule with a high standard of quality.
- Students, families, and educators receive timely, accurate, and professional communications.
- Teaching artists and school partners report satisfaction with coordination and responsiveness.

2. Jazz Academy & Student Engagement

Essential Duties:

- Work collaboratively with the Education Associate to support the successful implementation of Jazz Academy.
- Assist with Jazz Academy student recruitment, enrollment, orientation, and retention.
- Maintain regular communication with Jazz Academy students and families regarding schedules, attendance, transportation, performances, and program activities.
- Assist with coordination among Jazz Academy teaching artists, tutors, students, families, and partner organizations.
- Support student transportation and other participation needs.
- Assist with student performances, special events, field trips, and end-of-year activities.
- Help identify and address administrative or logistical barriers affecting student participation.
- Build positive relationships with students and families and help create a welcoming and supportive environment across JSL education programs.

Success Indicators:

- Jazz Academy enrollment and retention goals are supported through strong family communication and engagement.

- Students and families report feeling welcomed, informed, and supported throughout the program.
- Logistics for student participation, transportation, and events are handled accurately and on time.

3. Program Coordination & Administration

Essential Duties:

- Maintain accurate student, family, educator, school, and program records.
- Coordinate program calendars, schedules, registration materials, forms, and participant communications.
- Collect and process requests from schools for applicable Jazz St. Louis education programs.
- Coordinate logistics for school visits, artist residencies, educational performances, and other program activities.
- Assist with artist, student, and equipment transportation as needed.
- Coordinate electronic and printed communications with students, parents, educators, and participating schools.
- Assist with maintaining current contact information and communication networks for students, families, educators, and alumni.
- Support scholarship administration, application processes, and student communications as assigned.
- Assist with preparation and execution of departmental events and performances.
- Maintain organized program files, calendars, records, and other administrative materials.

Success Indicators:

- Program records and files are accurate, current, and accessible.
- Administrative systems support smooth program execution with minimal errors or delays.
- Logistics for events, residencies, and transportation are handled proactively and professionally.

4. Assessment & Department Support

Essential Duties:

- Coordinate collection of attendance, participation, survey, and other program data.
- Assist the Director of Education and Community Engagement with program assessment and evaluation.
- Help track program outcomes and maintain information needed for grant reporting, organizational reporting, and program planning.
- Provide program information and documentation to the Director as requested.
- Assist in identifying opportunities to improve student and educator experiences.

- Participate in department planning meetings and contribute observations and recommendations based on direct program experience.
- Work collaboratively with the Education Associate to ensure effective coverage and coordination of departmental responsibilities.
- Provide support for other Jazz St. Louis education and community engagement initiatives as assigned.
- Perform other duties as assigned by the Director of Education and Community Engagement.

Success Indicators:

- Program data is collected accurately and submitted on time to support grant and organizational reporting.
- Director receives timely updates, documentation, and program information as needed.
- Departmental responsibilities are covered effectively through strong collaboration with the Education Associate.

Minimum Qualifications

- Bachelor's degree required; degree or professional experience in music, music education, education, arts administration, nonprofit management, or a related field preferred.
- Minimum of two years of relevant experience in education, program coordination, arts administration, or a related field preferred.
- Strong organizational and project coordination skills with the ability to manage multiple deadlines and program details simultaneously.
- Excellent written and verbal communication skills with strong interpersonal and customer service skills.
- Ability to develop positive working relationships with students, families, musicians, educators, volunteers, staff, and community partners.
- Strong attention to detail and ability to maintain accurate records and administrative systems.
- Proficiency with Microsoft Office and comfort learning databases, registration platforms, email marketing tools, and other technology.
- Availability to work occasional evenings and weekends as required by performances, auditions, workshops, and other Jazz St. Louis activities.

Working Conditions & Schedule

- Full-time, on-site position | 40 hours per week | St. Louis, MO
- Occasional evening and weekend availability required to support performances, auditions, workshops, and other Jazz St. Louis events.
- Some travel to schools, partner sites, and community venues within the St. Louis metropolitan area.

Classification & Compensation

- Exempt
- Salary range: \$42,000–\$45,000 annually
- Benefits include (health insurance, PTO, retirement plan, etc.)

Work Environment

This position is on-site at Jazz St. Louis offices and program venues throughout the St. Louis region. The Education Coordinator will work in a collaborative, mission-driven environment that blends office administration with direct student and community engagement. The role requires flexibility, professionalism, and a genuine commitment to the educational and community mission of Jazz St. Louis.

Employee Acknowledgment

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other Jazz St. Louis-related duties requested by their leader, subject to reasonable accommodations.

_____ (initials)

Employee Signature

Print Name

Date Signed