Seeking Project Coordinator

for “We Came to America”
a collaborative, multi-disciplinary, community-engagement project
with renowned composer Rob Kapilow

Send resume and cover letter to thurnauer@jccotp.org.

Project
"We Came to America” is a composition-in-process, inspired by Faith Ringgold’s book and commissioned by the Thurnauer School of Music in Tenafly, NJ based on immigrant stories, voices, words, and history. The piece will be written by the dynamic composer, conductor, and commentator, Rob Kapilow, Thurnauer’s artist-in-residence, for performance in 2021. Like Kapilow’s other “Citypieces”, community engagement is at the heart of the project. Join Rob on this creative journey as we try together to see what the piece We Came to America will become.

Position Description
The project coordinator will work closely with Rob Kapilow and staff of the Thurnauer School of Music in all areas of the project, including research, management of community partnerships, communication, fundraising, marketing, artistic production, and more.

Skills and Knowledge
• Outgoing and warm personality
• Ability to gain the respect and trust of organizations and project partners
• Initiative, sound judgement and ability to work independently and within a team
• Strong internal and external communicator, who is sensitive to and respectful of diverse populations being served through these partnerships.
• Strong writing and organizational skills
Key Accountabilities:
- Lead liaison for the entire project
- Research and reach out to fundraising, artistic, and institutional partners
- Coordinate all communications amongst partners and staff
- Assist with scheduling and coordination of meetings (with Thurnauer staff, partners, interviewees, and others)
- Research immigration stories, laws, art/poetry, organizations
- Assist with marketing and fundraising efforts including
- Taking, editing, etc. – of videos for Facebook page
- Coordinating projects TBD involving other JCC departments
- Work with the Artistic staff to produce the project
- Be on-site at events and meetings related to the project

Salary
- Based on experience

Schedule
- Daily schedule to be determined in collaboration with school artist-in-residence
- Between 15-20 hours a week for 30 weeks, with possible extension
- Start Date: As soon as possible

About the JCC Thurnauer School of Music
Founded in 1984, the JCC Thurnauer School of Music offers a program similar to the finest pre-college conservatories in a nurturing environment that enables students to reach their personal best. The school offers an exciting and diverse music curriculum for all ages, beginner to conservatory prep including private lessons, classes and orchestra, choral, jazz, and chamber ensembles. Thurnauer has active partnerships with public and private schools that make studying music a reality for students who otherwise would not have such opportunity. One of these partnerships is the 20-year Music Discovery Partnership (MDP), between the Thurnauer School and the Englewood schools. Serving children in grades K to 12, it includes the Young People’s Chorus at Thurnauer (YPC@T), an affiliate of the acclaimed YPC of NYC. For more, visit jccotp.org/Thurnauer.