



## Position Summary

**Esperanza** is a faith-based organization committed to strengthening the Hispanic community through a variety of programs and services, focused primarily on community development, capacity building, workforce development; education; and advocacy. Through our work, we strive to follow the biblical mandate to serve “the least of these” by equipping and empowering Hispanic communities for advancement. To carry out our mission successfully, we rely on a diverse and talented group of individuals united by a common commitment to the core values of faith, integrity, and excellence.

Guided by these core values **Esperanza Arts Center** will touch the lives of, and foster positive social change in, the Hunting Park neighborhood and the Latino community through the arts. We offer an exciting, dynamic, and rewarding work environment where we commit to fostering the professional development of our staff and value the contributions of each team member.

**Carnegie Hall’s Weill Music Institute (WMI)** creates visionary programs that embody Carnegie Hall’s commitment to music education, playing a central role in fulfilling the Hall’s mission of making great music accessible to as many people as possible. With unparalleled access to the world’s greatest artists, WMI’s programs are designed to inspire audiences of all ages, nurture tomorrow’s musical talent, and harness the power of music to make a meaningful difference in people’s lives. An integral part of Carnegie Hall’s concert season, these programs facilitate creative expression, develop musical skills and capacities at all levels, and encourage participants to make lifelong personal connections to music. The Weill Music Institute generates new knowledge through original research and is committed to giving back to its community and the field, sharing an extensive range of online music education resources and program materials for free with teachers, orchestras, arts organizations, and music lovers worldwide. More than 600,000 people each year engage in WMI’s programs through national and international partnerships, in New York City schools and community settings, and at Carnegie Hall. This includes more than half a million students and teachers worldwide who participate in WMI’s Link Up music education program for students in grades 3 through 5, made possible through Carnegie Hall partnerships with over 115 orchestras in the US from Alaska to Puerto Rico, as well as internationally in Brazil, Canada, China, Japan, Kenya, and Spain.

**LiveConnections** was founded in 2008 to bolster music education opportunities for public schools. LiveConnections believes live music is an essential part of the human experience: it fosters joy and is one of the most powerful ways to build bridges between people. LiveConnections has reached 50,000 participants through socially engaged music-making, focusing on Philadelphia public school students as well as youth and adults with disabilities. Their signature educational performances, Bridge Sessions, showcase diverse musical styles and cultures through hands-on activities; and their in-depth residencies and camps provide

opportunities for participants to write, record and perform their own songs. LiveConnections is based out of independent venue World Cafe Live.

Carnegie Hall's Weill Music Institute (WMI) will pilot the Lullaby Project in Philadelphia in partnerships with Esperanza, LiveConnections, and Stephen and Sandra Sheller 11th Street Family Health Services and Health Annex. Lullaby Project will tailor the program to respond to local needs of new parents and caregivers and their babies ages 12 to 24 months. Parents will be offered a creative opportunity to communicate feelings, hopes, and dreams for their child, working side by side with professional musicians to write lullabies. Families are also encouraged to sing with their young children to further support parent-child bonding and early childhood development.

By implementing the Lullaby Project in Philadelphia, Carnegie Hall/LiveConnections and Esperanza will engage parents and families in online musical activities that help develop skills in their children in the critical early language learning period. Local partners will audition, train, and support local artists who will work with families to craft lullabies in tandem with other music learning projects.

Throughout the pilot, Carnegie Hall will conduct extensive evaluations to determine the best way for the project to grow and evolve in Philadelphia as well as the sustainability of the project after the three-year grant period.

**An integral part of the Carnegie Hall/Live Connections Lullaby Project Team and Esperanza Arts Center staff, the onsite coordinator will:**

- develop and execute caregiver participant recruitment marketing and communications plan in coordination with Carnegie Hall, Esperanza Arts Center, Esperanza's marketing department, and in collaboration with other Esperanza divisions;
- manage caregiver communications and Zoom group and individual sessions and monitor and promote caregiver retention and participation;
- act as primary liaison between caregivers, the Carnegie Hall/Lullaby Project team, and Esperanza Arts Center for culminating recording sessions at Teatro Esperanza.

Esperanza Arts Center programs and initiatives represent diverse traditions, disciplines, and backgrounds, and take place in performance and presentation spaces ranging from 100 to 800-seats. You are part of a team whose goal is to ensure a positive, professional, memorable, and meaningful experience for all visitors and participants through exemplary, well-managed programs, events, and productions.

**Essential Functions**

- Coordinates with Carnegie Hall/LiveConnections and Esperanza teams to ensure smooth management of recruitment, development, and culmination phases of project;
- Manages communications with relevant Esperanza departments and external community organizations during recruitment phase with a goal of securing as many caregiver participants as possible;

- Leads communications between caregivers and project musicians, internal Esperanza staff, and relevant Carnegie Hall/LiveConnections contacts;
- Act as platform caregiver liaison for all virtual group and individual (Zoom) sessions and for culminating video recording project at Teatro Esperanza.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Understanding of Esperanza, Carnegie Hall's, and LiveConnection's mission, goals, and objectives and ability to work independently in an online environment with a high level of energy and contribute as part of a larger team;
- Personal qualities of integrity, credibility, and a commitment to and passion for Esperanza's mission;
- Exemplary communication skills, exhibiting a high degree of comfort working with young children and families of diverse backgrounds;
- Persuasive, passionate, and articulate advocate of arts and culture;
- Proven ability to consistently work well with others, demonstrating at all times respect for diverse constituencies and within the cultural and arts landscape of Hunting Park, the Philadelphia region, and beyond;
- Fluency in Spanish and English required;
- Theater or performing arts venue experience a plus.

### **Minimum Education**

High School Diploma or GED

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. While performing the duties of this job, the employee will be required to work in front of a computer screen for significant periods of time; as well as walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear.
- b. Operate standard office equipment; mobile and desktop computer work at home and in the office.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Noise level in the work environment is usually moderate, rehearsals and recording sessions may create loud sounds.
- b. May require work on Saturdays and non-traditional hours based on project schedule needs.