

# Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York, 10583 • 914-723-1169 FAX: 914-723-0036  
www.hbms.org • e-mail: hb@hbms.org

## HBMS Parent Engagement Coordinator

Hoff-Barthelson Music School is seeking an enthusiastic, organized, and community-minded individual (possibly a current or former HBMS parent, or an adult student) to help engage parents and other community members in programs and activities that nurture the warm, friendly learning environment for which the School is renowned and which enables students of all ages, aptitudes and levels of advancement to develop their full human potential. The Parent Engagement Coordinator works closely with members of The Friends of Hoff-Barthelson, the School's Parents Association, to engage volunteers in the production of key school-wide events including the Holiday Music Festival (December 1-2, 2018) and the Elaine Stamas New York Philharmonic Educational Residency (April 8, 2019); to serve as ambassadors to the broader community; and provide advice and support to other parents seeking information and advice on music education opportunities for their children.

Active chiefly during the school year, from September to June, the Parent Engagement Coordinator will:

- Define and promote volunteer opportunities to parents, adult students, and other members of the School community
- Maintain the School's volunteer database, list of volunteer opportunities, position descriptions, and schedule.
- Recruit and orient community members to fill critical volunteer positions.
- Partner with members of The Friends to plan and coordinate volunteer involvement in key School-wide events including Welcome Day, Annual Faculty/Staff Dinner, Holiday Music Festival, and the Elaine Stamas New York Philharmonic Educational Residency
- Recruit and orient volunteer docents for RING Concerts, through which HBMS students present recitals to home-bound seniors in area nursing homes
- Develop and maintain camaraderie with and among School families, faculty and staff
- Collaborate with the Director of Marketing to promote HBMS on social media
- Serve as a champion and ambassador for the School.

The ideal candidate:

- is friendly and personable
- has strong written and oral communication skills
- is a consummate team player
- has event and volunteer management experience
- is highly organized
- resides in the local community
- is familiar with the School.

## **Compensation and Schedule**

- This newly created position will require approximately 200 hours over the course of the 32-week school year. On average, several hours will need to be devoted to outreach, engagement and organizing each week, with increased time needed for the Holiday Music Festival.
- Must be able to attend occasional evening meetings and be onsite for the Holiday Music Festival and NY Phil Residency, as described below.
- Flexibility to work at the School and/or virtually. Flexibility to meet parents at the School while children are participating in classes and rehearsals is a plus.
- Compensation will be in the form of a flat annual stipend.

Please send inquiries to: [careers@hbms.org](mailto:careers@hbms.org). Candidates will be contacted beginning the week of August 20. Thank you!

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## Key Volunteer-Driven Events Each Year Include:

### **Welcome Day and Café**

**Saturday, September 15, 2018**

Students and their families are welcomed with complimentary refreshments. HB merchandise is available for purchase, as are a “concert dress swap” where students who have outgrown their formal concert attire can pass it down to the next generation.

### **Holiday Music Festival**

**Saturday, December 01, 2018, Sunday, December 02, 2018**

A weekend of music and fun at the heart of the HB community . . . joyous concerts presented by HB ensembles, an international food fair, and a raffle and silent auction to support the School. Come enjoy wonderful music, bid on auction items that make for perfect holiday gifts, enjoy delicious cuisine from around the world, and relax and have fun with other students and families!

### **Elaine Stamas New York Philharmonic Educational Residency and Evening Concert**

**Monday, April 08, 2019**

Members of the New York Philharmonic spend the afternoon coaching HB student chamber ensembles, followed by an evening chamber music recital by members of the Philharmonic. The Friends host a dinner for the musicians and the student participants and a reception following the recital. The Master Classes and evening recital are open to the public.

### **RING Concerts**

Throughout the year. Students, who have been recommended by their teachers, participate in recitals at area retirement homes and children's hospitals.