



**Position Title: Meet the Music Administrative Assistant (Full Time)**

Grand Vision Foundation (GVF) is a non-profit community arts organization whose mission is to inspire and engage the diverse communities of Los Angeles through culturally-responsive arts and educational experiences. Meet the Music (MTM) is Grand Vision's youth education program, which nurtures the next generation of our creative community. Founded in 2009, MTM has grown into a model education program, annually serving over 2,300 primary school students in Greater Los Angeles through innovative, sequential musical-skill-building and engagement curricula. MTM stands out in its commitment to equitable access to music education—all students at a given grade level are encouraged to participate—and to arts integration—programs are held in schools during regular school hours and our teaching artists work hand-in-hand with classroom teachers to make music a regular part of the students' routine.

Grand Vision is seeking a knowledgeable and reliable Administrative Assistant with great communication skills, some bookkeeping and/or accounts receivable experience and attention to detail. Under the supervision of the Executive Director of GVF, the Manager of Music Education and the Music Education Coordinator, the MTM Administrative Assistant will provide administrative support to help ensure efficient operation of MTM programs. This position will begin in August of 2023.

**Primary areas of responsibility will include:**

- Knowledge of Meet the Music's practices and procedures as well as in-school elementary music education programs:
  - **Recorders in Schools** (grades 3-5)
  - **Roots of Music Program (RoMP)** (grades 3-5)
  - **Percussion in Schools** (grades K - 5)
  - **Violin in Schools** (grades K-2)
- Recordkeeping, invoicing and tracking support  
Under supervision of Meet the Music Program Manager:
  - Prepare and submit invoices to schools
  - Communicate with schools and district representatives as needed
  - Prepare and submit work proposals and estimates to schools
  - Track payments, maintaining accurate and transparent records
  - Assist with budgeting

- Program administration assistance
  - Assist MTM team with data gathering, analyzing and creation of data reports
  - Draft responses to confidential and time sensitive material
  - Assist with program, staff, teaching artist and recital scheduling
  - Assist with student field-trips including transportation
  - Keep inventory of program supplies and facilitate school site deliveries
  - Observe end-of-semester recitals
- GVF/MTM office assistance
  - Organize and assist with digital and hard copy files
  - Answer and communicate effectively via phone when in the GVF office

### **Required Qualifications**

- Highly effective written and verbal communication skills
- Exceptional time management and organizational skills
- Ability to work as part of a team, take direction, follow procedures, work independently and produce accurate, high quality work
- Knowledge of Google office platforms, Microsoft Office, and Excel
- AA degree or higher
- At least 2 years of assistant, office and/or administrative support experience
- Available to work 40 hours per week with some occasional weekends
- Must be able to clear a TB test and Live Scan background check
- Valid California driver's license
- Ability to lift 25 pounds

### **Desired Qualifications**

- Ability to understand Spanish
- Familiarity with quickbooks or another bookkeeping program
- Familiarity with Salesforce or another CRM
- Familiarity with Arts Education
- Experience working for a non profit agency or educational institution

Please visit Grand Vision's website at [www.grandvision.org](http://www.grandvision.org) before applying. **Email cover letter for the position & resume (as a single PDF) with "MTM Administrative Assistant" in the subject line to [Sukari@grandvision.org](mailto:Sukari@grandvision.org) by August 11th, 2023.**

### **Compensation & Time Commitment**

Salary range is \$47,000 – \$54,000 (depending on experience) - in-person - 40 hours/week