

Education & Outreach Coordinator

Organization: Milwaukee Jazz Institute (MJI)

Status: Part-time (Employee or Independent Contractor, depending on hire)

Hours: Approximately 10–20 hours per week during the school year; up to 40 hours per week during Summer Jazz Camp and Educational Jazz Festival

Compensation range: \$1800–\$2500 per month, commensurate with experience

Location: Hybrid — approximately 80% remote, 20% in-person in the Milwaukee area (evenings/weekends as needed)

About Milwaukee Jazz Institute

Milwaukee Jazz Institute (MJI) promotes jazz through education, performance, and preservation, empowering musicians of all ages while building community through this transformative art form. Our education programs include youth and adult ensembles, Jazz Camp, community performances, and special events that nurture the next generation of jazz musicians.

Position Summary

The Education & Outreach Coordinator plays a central role in supporting MJI's educational mission. This position blends program coordination, community outreach, communications, and administrative support. The Coordinator ensures that students, families, faculty, and community partners are informed, supported, and engaged across all education programs.

This role is ideal for a highly organized, people-oriented individual who loves both jazz and logistics — someone comfortable managing details behind the scenes while serving as a welcoming point of connection for the MJI community.

Core Responsibilities

Education Program Coordination

- Coordinate enrollment cycles for youth and adult ensembles across spring, summer, and fall terms
- Recruit, onboard, and communicate with ensemble students and families
- Attend first rehearsals each term to welcome students, share expectations, and support faculty
- Maintain MJI music library and prepare printed charts for faculty and ensembles
- Track weekly attendance and follow up with students and faculty as needed

- Maintain accurate student data, rosters, spreadsheets, and records
- Send surveys to students and parents and compile feedback

Faculty Support

- Serve as a primary liaison between MJI and ensemble faculty
- Ensure faculty have up-to-date rosters, schedules, and program information
- Send regular faculty updates and collect monthly reports
- Check in with faculty regarding ensemble needs and student engagement

Outreach & Community Engagement

- Communicate with area band directors and educators to promote MJI programs
- Schedule and attend school visits, workshops, and recruitment events
- Maintain and grow school and band director contact lists
- Represent MJI at community events, festivals, jam sessions, and performances

Events & Special Programs

- Support planning, recruitment, and implementation of major programs, including:
 - Summer Jazz Camp (June 22-26, 2026)
 - Educational Jazz Festival (TBD spring 2026)
 - Student community performances and outreach concerts
- Assist with logistics, registrations, communications, setup, and breakdown
- Be available on-site during event days as needed

Communications & Administration

- Draft and send communications to students, parents, faculty, and schools
- Send invoices and reminders to ensemble students
- Respond to phone calls, emails, and website inquiries
- Assist with board reports and meeting preparation, as needed
- Assist with basic website updates and contact management

Media & Storytelling

- Assist with photo and video documentation of classes, events, and performances
- Support social media engagement and content sharing at a comfortable level
- Help organize and archive digital media assets

Qualifications

- Musician (any instrument or voice; jazz background preferred)
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Comfort working with spreadsheets, databases, and digital tools

- Experience with Microsoft Excel, Google Workspace, Canva/Photoshop, and basic file management
- Social media familiarity a must
- Reliable transportation and ability to travel locally
- Age 21+ (required for some venues)

Desired Traits

- Reliable, accountable, and trustworthy
- Friendly, professional, and customer-service oriented
- Team player invested in MJI's growth and mission
- Comfortable juggling multiple projects and deadlines
- Willing to learn and improve systems and processes

Work Environment & Expectations

- Must be available for weekday business hours for meetings, team coordination, school visits, and outreach communications
- Evenings and weekends required during rehearsals, events, and festivals
- Work is primarily remote, with in-person presence required for outreach, rehearsals, and events

To Apply

Please submit a resume and a brief note of interest to
education@milwaukeejazzinstitute.org

Applications received on or before Monday, February 16, will receive priority consideration.

Join us in supporting jazz education, building community, and keeping Milwaukee's jazz tradition alive and swinging.