



**Lead Guitar**  
**Tucson Headquarters**  
[www.leadguitar.org](http://www.leadguitar.org)  
520-626-6904

*Providing music education to the young people who need it most*

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**Job Title:** Administrative Assistant  
**Location:** Tucson, AZ  
**Full-Time/Part-Time:** Full-Time  
**Rate of Pay:** Competitive Salary commensurate with experience, plus healthcare coverage/ reimbursement  
**Start Date:** May 1, 2021

#### **About Lead Guitar:**

Lead Guitar is a not-for-profit with a commitment to opening access to in-school music education through five pillars of service:

- CO-TEACHING that matches a guitar instructor with at least a master's degree with a K-12 teacher to provide in-school guitar classes.
- TEACHER WORKSHOPS that offer K-12 teachers formal Professional Development towards promotion and recertification as they master the Lead Guitar curriculum and improve their own playing.
- IN-SCHOOL CONCERTS that inspire students through up-close connections to global artists.
- ON-CAMPUS EVENTS that give students opportunities to perform, learn, and be celebrated on the campus of their local college or university.
- DIGITAL ACCESS from any device to instructional videos, lesson plans, extension activities and evaluation materials.

Lead Guitar is growing rapidly. We collaborate with schools in Atlanta, Chicago, Denver, Los Angeles, Phoenix and Tucson, serve nearly 4,000 students per year and employ 17 teaching artists and administrators. By sharing the joy of music-making with thousands of kids who would otherwise go without, Lead Guitar delivers "tangibly better student outcomes in terms of dropout rates, behavioral issues and academic achievement" (US News & World Report).

Lead Guitar provides in-school music education that inspires students to engage with their school community in new ways and prompts students to examine and expand their personal narratives to activate a growth-mindset. Our mission is to offer a rigorous music program to public schools that lack access to critical resources and opportunities,

including arts education. We are believers in the power of learning and making music for music's sake.

### **Job Summary:**

We are growing our team and are seeking an Administrative Assistant to oversee general administrative and operations responsibilities. This position will report to the Director of Operations, and provide assistance in all aspects of administrative and operations function. A working knowledge of Lead Guitar's objectives, operations, and procedures and an ability to articulate them to instructors, school staff, donors, and institutional partners are essential for this role. The Administrative Assistant must have strong written and oral communication skills in English, and bilingual candidates (in Spanish) are highly desired. This role is primarily administrative and competencies in areas such as basic computers, office software, database management, prioritizing among multiple urgent tasks, and a positive attitude are essential. Skills in additional areas, such as event-planning, project management, media organization and storage, and/or social media and website content updates are also desirable. This position is ideal for a candidate that has proven success in prior administrative roles and who has a passion for outreach, K-12 education, and/or the arts.

### **Responsibilities:**

- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings and take meeting notes
- Prepare communications, such as memos, emails, announcements, invoices, reports, and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping
- Assist with event planning and coordination of staff travel, including presence at events on occasional nights/weekend

This job description reflects the position's essential functions; it does not encompass all of the tasks that may be assigned.

### **Requirements:**

- Demonstrated excellence in formal verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Proficiency in a remote-work environment as well as in an office setting
- Ability to work independently and make informed decisions as well as working fluidly in a small team

- Proficiency in standard office software, including Microsoft Office Suite, Google Suite and other related communications software (Mailchimp, Adobe, PDF editor, Dropbox, etc.)
- Experience with basic website updates desired, such as WordPress, Wix, SquareSpace, etc.

### **Education and Experience:**

- Bachelor's degree or equivalent work experience and 2 years of relevant work experience.
- Spoken and/or written fluency in Spanish highly desired.

### **Equal Employment Opportunity Statement:**

Lead Guitar is an equal opportunity employer. We celebrate people from all walks of life and pride ourselves in servicing an inclusive community. We are committed to hiring staff members to reflect the diverse community that we serve. Within our hiring practices, we do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**To apply for this position**, please send a cover letter, resume, and a writing sample to [info@leadguitar.org](mailto:info@leadguitar.org) and include "Lead Guitar – Administrative Assistant" in the subject line.

The writing sample can be any document that proves the candidate's capacity to write professionally, such as a report, article, marketing piece, or even email correspondence. No more than 1-2 pages necessary (excerpts accepted).