

HEID & MUSIC

Position: Education Coordinator

You + Heid Music = Awesome Career!

Heid Music is expanding our services into the Madison area in Fall of 2011. We are looking for an **Education Coordinator** to facilitate the music lesson program in our Madison location. This is a part-time position, but could partner with other open positions to become full-time. This is the perfect position for a detail oriented, friendly, and ambitious person who has a passion for music.

Here is how you will spend your day:

- Recruiting teachers
- Recruiting students and thinking outside the box to expand our education program
- Coordinating studio usage and teacher schedules
- Provide support and resources for in-house teachers
- Assisting customers to sign up with the best teacher for their needs
- Maintaining music lesson studios
- Assisting in-store customers with their musical purchases
- Processing student payments, studio rent, and other fees
- Working with colleagues on events, marketing promotions, and outside events

Here are the skills you need to ensure your success:

- A strong attention to detail
- Customer service experience
- A knowledge of musical instruments
- A dynamic sales personality that shines through in person, on the phone and in written communication
- The ability to work independently and be self disciplined
- The ability to work in a team environment
- An open schedule to accommodate working nights and weekends

If this sounds like you, please submit your resume or application to Lora Glasel, Human Resources Manager at lora.glasel@heidmusic.com or to:

Heid Music
Attn: Lora Glasel
308 E. College Ave.
Appleton, WI 54911

Applications can be found in the employment section of www.heidmusic.com.

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Heid Music does not discriminate in any aspect of employment on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, gender identity, age, veteran status, disability or any other characteristic protected by federal, state, or local employment discrimination laws where Heid Music does business.