

**TITLE:** Private Music Teacher

**REPORTS TO:** Director of Education

**JOB PURPOSE**

Several part-time positions, to provide private instrumental and/or vocal lessons at the Arts and Education Center, teaching pupils of all ages to sing or play musical instruments. Individuals are encouraged when applying to state which instruments they are able to teach; whether you specialize in a particular instrument or voice, or whether you teach multiple instruments.

**DUTIES and RESPONSIBILITIES:**

- Plan and prepare lessons in relation to individual students' needs and examination syllabuses
- Teach music theory, aural skills and practical techniques to students
- Acquire appropriate teaching materials and resources
- Motivate pupils and encourage progress
- Communicate with Arts and Education staff and with parents about progress, concern, changes in schedule and other pertinent information
- Establish a welcoming learning environment where students feel a sense of agency and belonging
- Develop positive relationships with youth and adults to effectively communicate and ensure a safe learning environment
- Ensuring that all aspects of projects assigned adhere to all Levoy Arts and Education Center policies and guidelines
- Submitting all requested paperwork or documentation in a timely manner in accordance to deadlines set

**CRITICAL SKILLS:**

- Comfort in a studio teaching environment
- Skilled musician/vocalist and teaching of one or more instruments
- Ability and willingness to maintain consistent communication through email, phone, and/or in person meetings as necessary
- Ability to motivate others
- Positive attitude required

**DESIRABLE SKILLS (bonus but not required):**

- Formal or informal experience working with youth and/or adults from diverse backgrounds and with a variety of learning styles and abilities, particularly teaching of music
- Associates degree or higher in music or music education.

**QUALIFICATIONS:**

Employment contingent on the successful completion of a background check. BIPoC are strongly encouraged to apply.

**HOURS:**

Set in accordance with the teacher's availability and the student's availability

**RATE:** Commensurate with experience and education.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**TO APPLY:**

Email cover letter and resume to [renee@levoy.net](mailto:renee@levoy.net).

The Levoy Arts and Education Center is committed to creating a diverse work environment and is proud to be an equal opportunity employer.