

**TITLE:** Artist in Residence- Daytime Private Music Teacher

**REPORTS TO:** Director of Education

### **JOB PURPOSE**

Part- time position to provide private vocal lessons and/or instrumental instruction through partnerships with the Levoy Arts and Education Center and local high schools. 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:**

- Daytime availability to teach private and/or group lesson instruction.
- Plan and prepare lessons in relation to individual students', program and curricular needs.
- Teach music theory, aural skills and practical techniques to students.
- Acquire appropriate teaching materials and resources.
- Communicate with Arts and Education staff and each school's point of contact about progress, concern, changes in schedule and other pertinent information.
- Establish a welcoming learning environment where students feel a sense of agency and belonging and 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, and work positively!

### **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:** We have multiple contracts to fill with the hours 11:15-1:15PM (Monday-Friday) , as well as 2:15-4:15PM (Wednesdays) These contracts can be combined, and the days of the week are flexible. Looking for a minimum of a 2 day commitment, up to five days. Individual private lessons are available through a separate contract with the Levoy Arts and Education Center, primarily in the evenings.

**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 [education@levoy.net](mailto:education@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.

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**TITLE:** Private Music Teacher (Vocal and Instrumental)

**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 kids 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:**

- Late afternoon/evening availability to teach private lesson instruction at the Levoy Arts and Education Center.
- Plan and prepare lessons in relation to individual students', program and curricular needs.
- Teach music theory, aural skills and practical techniques to students.
- Acquire appropriate teaching materials and resources.
- Communicate with Arts and Education staff and each school's point of contact about progress, concern, changes in schedule and other pertinent information.
- Establish a welcoming learning environment where students feel a sense of agency and belonging and 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, and work positively!

**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.

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