

# Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 FAX: 914-723-0036  
www.hbms.org • email: hb@hbms.org

## **Bass/Baritone/Tenor Voice Instructor (PT)**

**Job posting: May 2021**

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School serves more than 800 students of all ages and levels of advancement from 50 Westchester municipalities on its campus in Scarsdale, NY, and another 250 at partner organizations including Head Start Centers, healthcare facilities, and social service agencies throughout Westchester County. The 60-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestras, four choirs, and over 30 chamber ensembles; master classes by world renowned artists; scores of workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a five-week summer music and arts program.

### **POSITION DESCRIPTION**

This position will be responsible to teach voice students of all levels, but should specialize in working with young adult students. Voice faculty must be confident in working with developing voices in a safe manner while sustaining student interest by identifying suitable classical, musical theater, and popular repertoire.

Voice Instructors report to the Dean and are primarily responsible for providing individualized private lesson instruction to students assigned via the School's placement process. Faculty are expected to be aware of the School's core programs - Musicianship, Performance, Ensemble, and Progress - and to recommend and prepare students as appropriate for their participation in these core educational opportunities.

Traditional private instruction is a component of the School's K-12, and Adult Programs, which includes:

- Weekly individual lessons on more than 20 instruments and voice over two 16-week semesters per year and a flexible summer session
- Musicianship Program—weekly classes in music theory, sight-singing, composition, improvisation, and music history
- Performance Program—weekly performance workshops and recitals, music festivals, master classes, an Honors Program, and community concerts presented by HBMS students
- Ensembles Program—Opportunities to perform in trios, quartets, quintets, vocal ensembles, jazz bands, and orchestras
- Progress Program—Written critiques, progress reports, and access to advising from HBMS deans
- Professional piano accompaniment for lessons, workshops, and performances

Private lesson faculty may be invited to coach chamber music, teach classes and/or workshops, and assume administrative roles as occasion warrants.

## AREAS OF RESPONSIBILITY

- Teach private voice lessons and sustain student progress.
- Prioritize the development of sustainable, healthy vocal technique in students of all ages.
- Develop individualized lesson plans that are relevant to student needs and interests while delivering state-of-the-art guidance in technique, musicianship, and performance preparation.
- Explain, demonstrate, reinforce, and evaluate appropriate practice and performance techniques.
- Prepare students for participation in the School's Performance Program and Festivals.
- Engage students in the holistic study of music by building awareness of connections between music, culture, the humanities, and society as appropriate to each student's development.
- Prepare course materials such as syllabi, homework assignments, and handouts as appropriate.
- Provide thoughtful, polished feedback to students and families as part of the School's Progress Program.
- Advise students on academic, curricula, college, and career issues.
- Maintain awareness of developments in your area of instruction. The School has a fund to support faculty professional development needs.
- Maintain student attendance records, grades, and other required records.
- Communicate effectively and in a timely manner with colleagues (administration and faculty), students, and families.
- Perform other duties as assigned.
- Maintain compliance with the School's *Code of Conduct* and with training that the School provides in *Preventing Discrimination and Harassment for New York*.

## QUALIFICATIONS

**Education:** Master of Music or Master of Music Education, degree, or equivalent experience appropriate to this position.

**Experience:** Minimum of 5 years professional experience preferred working in community arts education. Strong music performance experience is preferred.

**Key skills and traits:** The ideal candidate will possess the following key skills and traits:

- Passionate collaborative artist who communicates a deep love of music in her/his work with students
- Shares the School's mission to inspire and develop each student's potential through excellence in music education with a commitment to creativity, collaboration, and community.
- Possesses excellent interpersonal and organizational skills
- Enthusiastic collaborator who enjoys working with colleagues – faculty and administration – to meet the needs of students and the School
- Wishes to work in an environment that values personal and professional growth.
- Comfortable using standard technologies including email, Microsoft Word and Google Docs.
- Willing to learn new technologies that are part of the School's day-to-day operations: ASAP Connected Registration System, and PayCom Payroll.

## COMPENSATION

- Hourly rate of pay competitive with other leading community music schools
- Access to health, dental, vision, life, disability and supplemental insurances
- Access to 403b retirement plans, and FLEX benefits (transportation, medical, childcare, parking).
- New York paid family leave, worker's compensation, and sick leave in accordance with Westchester County regulations.

## RELATED INFORMATION

- Employment at the Hoff-Barthelson Music School is contingent upon successful completion of all pre-employment screenings including - but not limited to - a background check and Preventing Discrimination and Harassment in New York, a training that requires timely online completion.

- Instruction is offered on-site at Hoff-Barthelson facilities located at 25 School Lane, Scarsdale, NY 10583, or at off-site locations as arranged by the School. Standard hours of instruction are Mondays – Fridays, 9 a.m. – 10 p.m.; Saturdays, 8 a.m. – 5 p.m.
- Please do not contact job poster about other services, products or commercial interests.

**TO APPLY**

Please send a cover letter, three references (name, email, phone number, a brief description of your relationship, and the dates you worked together), and resume to [careers@hbms.org](mailto:careers@hbms.org).