

# Hoff-Barthelson Music School

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## **Suzuki and Traditional Guitar 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**

Suzuki and 'traditional' guitar Instructors report to the Dean and are primarily responsible for providing individualized private lesson instruction to students assigned via the School's placement process. The primary aim of this position is to offer Suzuki guitar instruction. The secondary aim of this position is to teach using 'traditional' methodology that supports learning variety of playing styles. 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.

Suzuki Guitar instruction is a part of the School's Suzuki programming which includes:

- Individual weekly private instruction, group classes, and musicianship classes for beginning 4- to 7-year olds studying violin, viola, cello, flute, or piano. *Guitar will be a new addition to our family of Suzuki instruments.*
- Special Suzuki recitals in November and May, along with Suzuki performances at the School's three music festivals each year
- Annual Suzuki Porch Party, a celebration of the year's accomplishments and a chance to socialize with other Suzuki students and parents
- Ensembles including orchestra and chamber music for more advanced students
- Progress Program—Written critiques, progress reports, and access to advising from HBMS deans

'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 Suzuki and/or ‘traditional’ guitar lessons and sustain student progress.
- As needed, teach ‘traditional’ guitar lessons. ‘Traditional’ is a broad term that should be understood to encompass multiple styles of playing and an approach to instruction that is fundamentally different from the Suzuki method of instruction.
- 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. Suzuki training is required through book 2 at minimum. Dalcroze Eurhythmics or other appropriate certifications are helpful but not required.

**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).