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Private Lesson Instructor – Instrumental and Vocal (PT)

Job posting: Fall 2024

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's Mission is to inspire and develop each student's potential through excellence in music education with a commitment to creativity, collaboration, and community. Its vision is to enrich lives and create community through music.

The School serves over 800 students spanning all age groups, hailing from 50 municipalities across Westchester. Additionally, it extends its reach to another 250 students through partnerships with various community organizations and social service agencies across the county. Its esteemed faculty of 75 members includes some of the most distinguished educators in the region.

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

POSITION DESCRIPTION

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

PRIVATE LESSON INSTRUCTION AT HOFF-BARTHELSON

Private instrumental and vocal instruction is a core 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.
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- Progress Program— Individual Learning Plans, Progress Reports, and access to advising from HBMS deans.
- Professional piano accompaniment for lessons, workshops, and performances for instruments that require it.

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

- Develop and share Individual Learning Plans and weekly instruction 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 enrollment, academic, curricula, college, and career issues.
- Maintain awareness of developments in 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. A Bachelor of Music degree with considerable professional experience is also acceptable.

Experience: Minimum of 5 years professional teaching experience. Experience working in community arts education is preferred.

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

- 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.
- Passionate collaborative artist who communicates a deep love of music in her/his work with students and colleagues.
- Enthusiastic collaborator who enjoys working with colleagues – faculty and administration – to meet the needs of students and the School.
- Possesses excellent interpersonal and organizational skills.
- Lifelong learner who values and pursues professional and personal growth.
- Detail- and deadline-oriented, critical thinker, and active learner.
- Comfortable using standard technologies including email; the MS365 suite of applications including SharePoint, Word, and Excel; and Google Applications including Docs and Sheets.
- Able to learn modern technologies that are part of the School's day-to-day operations.

COMPENSATION

- Hourly rate of pay for private instruction ranges from \$52.50 to \$60+ depending upon experience. Hourly group instruction rates start at \$55.00 and increase depending upon experience.
- 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 am – 10 pm. Saturdays, 8 am – 5 pm; and beginning in School Year 2024-25, Sundays, 1-5 pm.

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. Please specify the instrument you wish to teach at HBMS.