

Hoff-Barthelson Music School

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Chamber Music Program Director (PT)

Job posting: April 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 and jazz music; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; ensembles including orchestras, choirs, chamber music, and jazz bands; master classes 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

Reporting to the Dean, the Chamber Music Program Director will provide vision, leadership, and supervision to the School's comprehensive chamber music program including pre-college, adult, and piano ensemble divisions. Working closely with the Dean, Associate Dean, Student & Faculty Services Department, and applied faculty, the Chamber Music Program Director will develop needed administrative procedures, hold auditions, form ensembles, assign faculty, supervise, and consult regarding the selection of appropriate repertoire, assess educational outcomes, and provide oversight for the scheduling of rehearsals and performances. The Director will attend, oversee, and function as the primary coordinator for all student chamber music performances on- and off-campus including recitals, festivals, and a variety of special events. The Director will mentor faculty and be available to students and parents providing guidance and working to resolve challenges.

ARTISTIC & EDUCATIONAL AREAS OF RESPONSIBILITY

- Develop and articulate the artistic and educational vision for the Chamber Music Program which includes pre-college, adult, and piano ensemble divisions.
- Grow students' love for chamber music and performance through involvement, listening, and understanding.
- Expand students' repertoire literacy beyond traditional chamber music repertoire exposing students and audiences to diverse and lesser-known composers.
- Schedule, plan, and run auditions for all divisions of the Chamber Music Program. Evaluate student abilities, form ensembles, create a schedule of rehearsals for each ensemble, and assign coaches. Collaborate with coaches to identify appropriate repertoire and an educational/performance plan for each ensemble. Throughout the audition and placement process, communicate with Student & Faculty Services and the Dean.
- Monitor the program throughout the year to ensure educational, artistic, and operational excellence in accordance with HBMS' established Chamber Music Program Guidelines.
- Design and lead professional development sessions for Chamber Music Program faculty.

- Collaborate effectively with the School's private studio faculty to optimize students' Chamber Music Program experience, and to ensure maximum accessibility to the program.
- Collaborate with the Dean to assess the Chamber Music Program annually.
- Coordinate student ensemble coaching sessions as part of the *Elaine Stamas Educational Residency with Members of the New York Philharmonic*, or other similar programs in the future and communicate with stakeholders as required.

ADMINISTRATIVE AREAS OF RESPONSIBILITY

- Lead and personally engage in recruitment and public relations initiatives designed to grow the Chamber Music Program including identifying, setting up, and coordinating outreach opportunities in area communities.
- Work with the Executive Director, Dean, and the Faculty Council to develop strategies to engage effectively with faculty to ensure that the Chamber Music Program is optimally aligned with the needs of students and the School.
- Create an annual Chamber Music Program administrative calendar. The calendar shall include audition dates, program registration timeline, marketing and communications needs, performances, special events and related preparatory benchmarks, and program assessment.
- Communicate regularly with students, families, the Faculty Council, faculty, and staff regarding educational, artistic, rehearsal, and performance information.
- Provide the Manager of Special Events, Director of Marketing, and Student and Faculty Services staff with program, ensemble, and composer information as needed for concert programs, promotional materials, and the HBMS website and social media.
- Coordinate with the Honors Program Director to ensure that Honors Program participants are meeting their chamber music participation requirement.
- Manage the Chamber Music Library working with the Manager of Information Services.
- Provide input to the annual budget process including staffing requirements, special equipment, instrument or music needs, and programming budgets.
- Maintain program records, as necessary.
- Adhere to the School's Code of Conduct and complete the mandatory training provided by the School on Preventing Discrimination and Harassment in New York.

QUALIFICATIONS

Education

Bachelor's degree in music or music education required, master's degree in music or equivalent professional experience preferred.

Experience

- Professional experience in chamber music performance and instruction including leading youth chamber music ensembles.
- A record of excellence and innovation in chamber music performance and instruction and related instructional activities.
- Broad knowledge of chamber music repertoire, including repertoire particularly well-suited to the needs and abilities of developing chamber music players.
- Deep understanding of, and sensitivity to the needs of high-performing youth musicians.
- Professional experience working in pre-college or community arts education, or a related field.
- Demonstrated success in program management, event planning, and community outreach.
- Strong leadership and time management abilities.
- Ability to give clear instructions and make decisions under pressure.
- Ability to problem solve and work independently.

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 their work with students and colleagues.

- Enthusiastic collaborator who enjoys collaborating 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.

PHYSICAL DEMANDS

Must be physically able to meet the needs of this position as described.

HOURS & SCHEDULE

The weekly schedule of the Chamber Music Program Director will fluctuate depending on the season. Events such as concerts, auditions, student placements, and special occasions demand more time compared to the summer months or certain weeks during the fall and spring semesters, when groups convene for their regular coaching sessions.

COMPENSATION

- \$10,000 per year.
- 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 the items listed below to careers@hbms.org:

- Cover letter addressing interest and relevant experience.
- Curriculum vitae or résumé.
- Three (3) professional references with contact information (name, email, phone number, a brief description of your relationship, and the dates you worked together).