



# Monroe Street Arts Center

**Position:** Music Instructor: Voice

**Reports to:** Education Manager

**Schedule:** Part-time, hourly position: Mondays and Wednesdays (3:30pm - 7:30pm) and/or Saturdays between 9:00am-Noon (Minimum required availability of 3 hours per week-flexible on which of these day(s) work best for applicants schedule needs)

***The mission of the Monroe Street Arts Center is to engage a community of learners in exploring the arts and developing the creative self.***

Through crafting a unique experience for each student, we provide a nurturing and supportive environment where students feel comfortable taking risks and allowing them to unlock their potential. Our supportive team and attention to detail make us the destination studio for instructors and students. We are looking for a reliable and creative educator to teach voice lessons to kids, teens, and adults and who is passionate about music education and the positive impact it has on others' lives.

## **Employee Benefits:**

- 20% Staff discount on programming at MSAC for you and your family
- Administrative Support that facilitates communication with the families
  - This includes coordinating recitals, absences, makeups
- No need to worry about making quarterly income tax payments as payroll deductions are calculated with paychecks every other week
- Marketing support to obtain new students
- Curriculum used in lessons is at the discretion of each instructor

## **Responsibilities:**

- Ignite passion in kids, teens and adults by teaching weekly lessons
- Prepare students for studio recitals
- Maintain communication with families and clearly communicate assignments and expectations to students and adults after each lesson
- Plan and conduct recitals
- Maintain an organized schedule
- Utilize method books, outside repertoire and other supplementary materials

## **Preferred Requirements:**

- Experience and confidence working with students of all ages
- Knowledge of a variety of styles and genres to choose repertoire that is suitable for the student's level that also interests them
- Excellent organization, communication and people skills
- Commitment to teaching a diverse group of students
- 2 or more years of professional experience
- Ability to demonstrate core competencies in various forms of music.
- Music Instructors must be proficient on the instrument respective to the position hired to teach. A minimum of one year private music instruction is preferred.

The above listing of responsibilities may be subject to change and is not intended to be a complete listing of duties, but merely a statement of examples of common duties instructors are expected to perform. MSAC reserves the right to amend the above listing at any time at the discretion of the Executive Director or the Board of Directors.

**To Apply: Please complete the application here:**

<https://forms.monday.com/forms/3cf5447b22d33cc7312a7df99e363995?r=use1>

*Monroe Street Arts Center is committed to equal opportunity for all employees and applicants. As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected characteristic.*

Hourly pay: starting at \$23/hour