

TITLE: Guitar Teacher
REPORTS TO: Faculty Director
STATUS: Part-time, partial benefits.
START DATE: September 2024
APPLICATION DEADLINE: September 2, 2024

Teaching Days: Thursdays and Fridays

ABOUT BLOOMINGDALE SCHOOL OF MUSIC

Bloomingdale School of Music's (BSM) mission is to provide access to high-quality music education for all its students, regardless of background. Roughly 800 students of all ages participate in group classes, private lessons, and performances each week. Bloomingdale maintains an unwavering commitment to providing support for individuals from underserved communities, not only to prepare talented students for more advanced musical study, but also to open doors to the musically curious who may otherwise be financially prohibited from taking up an instrument. More information may be found at the school's website www.bsmny.org.

ABOUT THE POSITION

Bloomingdale School of Music is seeking candidates for the position of Guitar Teacher. The ideal candidate has a solid jazz background, improvisational skills, and the ability to teach different genres at a basic level. The successful candidate should also have a strong teaching background with experience instructing students of various ages and skill levels, as well as being able to lead group classes and ensembles. Knowledge of electric bass is a plus. The ability to work effectively with students, parents, staff, and other faculty members is essential.

CORE RESPONSIBILITIES

- Teaching
 - Prepare and develop individualized lesson plans tailored to each student's needs and goals.
 - Select appropriate repertoire and teaching materials for students.
 - Provide constructive feedback and report regularly on progress to students and parents.
 - Maintain accurate and up-to-date student records, including attendance.
 - Prepare students to present end of semester recitals.
 - Collaborate with other faculty members to organize joint recitals or ensemble performances.
 - Availability to maintain a consistent weekly teaching schedule.
 - Availability to be present at community concerts, recitals, and events as needed.
 - Participate in faculty meetings and professional development opportunities.

- Communication
 - Correspond with Bloomingdale Programming and Registration teams regularly via email, phone and in person in a timely manner.
 - Send regular updates to school aged students' families or directly to adult students with progress notes, at-home assignments and any other important information necessary to

foster a positive learning environment.

- Submit attendance in a timely manner using Bloomingtondale's Attendance System (ASAP).
- Respond to Registration requests regarding trial lessons and student inquiries in a timely fashion.
- Ambassador
 - Engage in community events and performances on-site and off-site as available.
 - Recruit new students when possible to Bloomingtondale - both for your studio and department, and for other departments.
 - Encourage outside students to engage with Bloomingtondale's free events, sign up for ancillary classes such as ensembles and theory, and participate in special programming.
 - Support Bloomingtondale students to serve as ambassadors for the school through outside performance opportunities, in house fundraising events and through attending concerts regularly.

SKILLS AND QUALIFICATIONS

- Advanced Guitar studies, Music Education, or equivalent life and work experience.
- Experience teaching private lessons and group classes or classrooms. Evidence of methodological innovation and creative teaching strategies is highly desirable.
- Excellent administrative skills - highly organized, ability to multitask, and knowledge of Microsoft and Google Suite.
- Self-starter who can both follow instructions and think through solutions/problem solve.
- Good communication skills - timely responder, can keep administration informed of changes in the moment and stays in touch with students and their families.
- Adaptable - this position will need someone who is eager and willing to build a studio.
- A positive and optimistic sensibility, with the ability to relate to and get along with a very diverse group of people.
- Hiring preference will be given to a candidate who demonstrates an understanding of our mission and who is enthusiastic about working closely with students of all levels.

SALARY

- Pay is competitive with other New York City community music schools, \$45/hour for private lessons, \$60/hour for group classes on site at Bloomingtondale, \$65/hour for off-site partnership group classes.
- Benefits include paid faculty concerts, professional development opportunities, tax-exempt Metrocards, sick pay benefits, and access to rehearsal space.
- Eligibility to SIMPLE IRA retirement plan contributions after one year of service.

Application and Hiring Process

- Interested applicants should submit their application by visiting: [Bloomingdale Faculty Application](#)
 - Cover Letter: Please respond to the following prompt: *How do you embrace students' musical preferences while addressing basic introductory concepts in a lesson setting?*
 - Resume: Please include a complete resume, not a CV.
- Cover letters and resumes are reviewed as they come in until a strong candidate is found.
- Only those being considered will be contacted by email/phone for an initial interview.
- Second round candidates will be invited for an in-person panel interview, demo lesson and short performance sample.
- **Applications will be accepted until a position has been filled.**

Bloomingdale School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.