



## POSITION JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Music Instructor/ Teaching Artist,</b>
<b>DEPARTMENT:</b>	<b>Youth Arts Academy (YAA) (specialty program)</b>
<b>REPORTS TO:</b>	<b>YAA Program Manager</b>
<b>LOCATION:</b>	<b>Polster Branch, 3800-A Mykonos Lane, San Diego, 92130</b>
<b>JOB CLASSIFICATION:</b>	<b>Part-time, Temporary up to 25 paid hours per week</b>
<b>FLSA:</b>	<b>Non-exempt,</b>
<b>SHIFT: DAYS/HOURS</b>	<b>up to 5 Days per week M-F. 3pm-8:00pm, year round (closed on school holidays)</b>
<b>SALARY:</b>	<b>\$24-\$26 per hour</b>

### **Job Announcement:**

The Youth Arts Academy at Boys & Girls Clubs of San Dieguito is seeking **EXPERIENCED MUSIC INSTRUCTORS/TEACHING ARTISTS** to teach after school private music lessons and lead youth ensembles and bands. The Youth Arts Academy currently offers private music instruction, band and ensemble programs, theatre, workshops, school break camps, and community events for youth ages 5-18 as well as supporting arts offerings in the Boys and Girls Clubs After School Programs. Through YAA, these youth have access to a myriad of quality programs designed to stimulate their **growth, creativity, and self-expression** through the performing arts.

### **Application Process:**

Send resume, cover letter, and 3 references to email: [abuzzell@BGCSanDieguito.org](mailto:abuzzell@BGCSanDieguito.org) with "Music Instructor" in the subject line. No calls please.

### **Job Summary:**

The Youth Arts Academy (YAA) offers private music lessons, band and ensemble programs, group music classes, community events, camps, theatre workshops, and more for youth ages 5-18. All YAA Instructors and Teaching Artists will uphold the BGC of San Dieguito values and the Youth Arts Academy (YAA) mission to stimulate **growth, creativity, and self-expression** through the arts. Under the supervision of the YAA Program Manager, Theatre Teaching Artists demonstrate professional experience in theatre performance and instruction for youth, have a broad knowledge of instructional materials and methods to meet their students goals and needs, and the ability to design lessons/classes that are developmentally appropriate, supportive, and challenging for student member(s). Schedule will be based around instructor and space availability. Theatre workshops are held for a period of 6 weeks, up to twice per year during afterschool hours.

### **Major Duties and Responsibilities- Key Roles:**

1. Provide music lessons for members of the Youth Arts Academy that are structured, consistent, and excellent in content and that promote personal growth, creativity, and self-expression.
2. Maintain and teach at a high level of proficiency and technique on music instruments.
3. Assign music literature that is developmentally and age appropriate, interesting, and challenging for students.

4. Maintain open and respectful communication with other instructors, supervisor, students and family members regarding student experience, parent communication, lesson structure and improvement, scheduling, attendance and student safety.
5. Facilitate open communication with students and parents regarding weekly practice tasks, progress towards reaching goals and attendance.
6. Involve and encourage students to set good practice habits, keep music organized and up to date, set realistic goals in their musical practice and participate in YAA recitals, events, performances, and encourage them to try new YAA programs.
7. Advise students and parents on vendors for music instrument rental & purchase, music literature purchase, proper instrument maintenance and care, and at home practice expectations.
8. Maintain clean, organized, and personalized music studios and YAA shared spaces.
9. Maintain/repair music instruments in studio and/or inform supervisor of maintenance and equipment needs.
10. Support YAA performances, recitals, special events, recruitment events by setting up and tearing down, producing/stage management, marketing/community outreach, student instruction/direction, producing, speaking on behalf of YAA as assigned.
11. Serve as substitute teacher for other YAA teacher's students, as needed.
12. Maintain up to date trainings and screenings as requested.

#### **Other duties and responsibilities:**

1. Be knowledgeable of the Boys & Girls Clubs of San Dieguito and its programs and philosophies and promote opportunities to students.
2. Be knowledgeable of the Youth Arts Academy and its programs and philosophies and promote opportunities to students.
3. Serve as a member of the YAA team by attending monthly team meetings, assisting in program design, planning, and implementation, support recruitment and performance events, and maintaining shared spaces.
4. Serve as a leader for ensembles, rock bands, jazz bands, camps, jam sessions, etc. if interested.

#### **Minimum Qualifications/Education**

Applicants must be a minimum of 21 years of age. Seeking Applicants with a Bachelor's degree in Theatre, theatre education, or related degree. All candidates must successfully pass a Federal Background check and Drug screening before hire. Successful candidates must demonstrate a deep commitment and passion for the mission, vision, and values of Boys and Girls Clubs of San Dieguito.

- Minimum demonstrated level of excellence and experience in teaching and assigned instrument(s) in a youth setting. Prefer 5 years of increasing professional experience playing assigned instrument(s). Combination of education and related experience applicable.
- Verifiable experience teaching children ages 5-18 in a private studio, school, or other setting.
- Must have or be available to obtain CRP and First Aid certification (will provide training).
- Successful completion of pre-employment drug screening and background clearance.

#### **Preferred Qualifications**

- Bachelor's degree in Music, Music Education, or related field
- Working musicians/teachers are preferred, but not required
- Actors/Teachers with experience performing in professional/semi-professional theatre are preferred but not required.
- Working musicians/teachers are preferred, but not required
- Instructors who teach multiple instruments are preferred, but not required
- Musicians with experience playing in ensembles/bands are preferred but not required
- Musicians with working knowledge/interest in music event production & administration preferred but not required

- To serve our diverse body of students and families, instructors of varied ethnic background and who speak multiple languages are highly encouraged to apply. Specifically, instructors who can speak Spanish, Chinese, Japanese, Korean, Vietnamese, and/or Tagalog.

### **Knowledge, skills and ability**

- Expert level knowledge of instrument(s) that are assigned
- Expert level knowledge of developmentally/age appropriate repertoire for assigned instruments.
- Knowledge of musical structure, theory, form, terminology, and conventions.
- Knowledge of general and music-related teaching concepts. Teaching concepts include how to develop curriculum, holding students' attention, evaluation and accommodation of student needs.
- Knowledge of aspects of human development as related to the development of musical ability in the age group they teach.
- Knowledge of the physical demands of each instrument and ability to develop appropriate strategies to orient and instruct students in accordance with this knowledge.
- Ability to demonstrate creativity, technical skill, and musicality in assigning and/or arranging music for their performing groups or classes.
- Ability to work effectively with students individually, in small groups, and in large groups, in classrooms and in rehearsal settings (as assigned)
- Ability to demonstrate good rehearsal and performance techniques for students
- Serve as role models by demonstrating the importance of creating, performing, listening to, and analyzing music in the teachers' personal and professional lives.

### **Relationships**

Internal: Maintains positive and respectful interactions with YAA members, instructors, other teaching artists and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Positively represents BGC San Dieguito and the Youth Arts Academy to others within the community. Maintains positive and respectful interactions with community groups, schools and members' parents.

### **Work Environment**

This job operates in a youth center environment. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Subject to noise from music lessons, open space, youth and programs
- The work environment is indoors in a temperature controlled space. During program hours noise levels can increase and become loud due to a large number of children in one area and nature of program and/or rentals using various tools or instruments.

### **Physical and Mental Essential Job Functions:**

#### **Language Skills**

Must possess excellent written, verbal and interpersonal communication skills and the ability to create, proofread and edit correspondence and written materials.

Must be able to project a positive company image, interact professionally with customers, vendors, retailers, all levels of company management and maintain confidentiality at all times.

#### **Mathematical Skills**

Must possess basic math skills including the ability to add, subtract, multiply, and divide numbers accurately as well as the ability to calculate percentages.

**Mental Demands**

Must possess excellent organizational skills and the ability to handle multiple duties and priorities simultaneously in a fast paced environment. Strong analytical skills, follow-through skills, attention to details and ability to produce work with a high degree of accuracy required.

**Physical Requirements**

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Low to moderate physical effort required to sit, stand, bend, stoop, lift, reach overhead and walk.
- Ability to communicate in person and by telephone.
- Ability to read and type on a computer.
- Sit and/or stand for long periods of time.
- Utilize various office machines such as a fax and photo copy machine.
- Must be able to lift and move objects 10-50 lbs.
- Specific vision abilities required by the job including peripheral vision.
- This position requires the ability to perform work in an office setting as well as in a highly interactive and emotionally and physically stimulating environment with youth participants.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The Boys & Girls Clubs of San Dieguito is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**Signed by:**

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**Employee (Print and Sign)**

**Date**

**Approved by:**

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**CEO, COO or Supervisor (Print and Sign)**

**Date**

**Reviewed by:**

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**Director of Human Resources (Print and Sign)**

**Date**