



Title: Cello Faculty Member and ECH Strings Group Faculty

Summary of Position

The Community Music School at the Community Music Center of Boston is seeking a cello faculty member with availability to teach weekly on Saturdays from 10AM - 1 PM at minimum (and possibly one other weekday) to provide quality one-on-one 30-minute, 45-minute, and 60-minute music instruction to students ranging from elementary school age to adults. Alongside 1:1 instruction, this faculty member will also provide Early Childhood "Beginning Strings" group classes for ages 4-7 and conduct the Junior String Ensemble (JSE) for students ages 7-11. The faculty member will be a responsible, dependable, committed individual who will work diligently to help students meet both musical and non-musical goals.

Status: Part-time, non-exempt

Start Date: Thursday, September 9, 2021 - Faculty Orientation
Saturday, September 11, 2021 - Classes Begin

Reports to: Strings Faculty Instructional Lead

Works Closely With: Senior Director of the Community Music School (SDCMS), Early Childhood Director, Strings Faculty Instructional Lead (FIL), CMS Programs Coordinator, and Registration Staff

General Responsibilities

- Be knowledgeable about CMCB's mission and policies
- Teach students according to curricular guidelines

Specific Responsibilities

Studio Management and Retention

- Manage teaching studio and work with Registration staff to resolve scheduling conflicts
- Prepare students for performance events and opportunities
- Hold at least one studio recital during the school year (may be separate or combined with another faculty's studio)
- Accurately update and maintain digital studio attendance sheets in a timely manner



- Maintain open and regular communication with parents and students via email to support educational progress
- Contact students and guardians if there are any unexpected personal absence

Communication and Participation

- Attend at least three paid Departmental meetings hosted by the relevant Faculty Instructional Lead, meetings hosted by the ECH Director when appropriate, and the annual all-faculty meeting as scheduled
- Participate in departmental events, competitions, recitals, and concerts while also encouraging students to attend
- Facilitate student participation in the annual Performathon fundraiser
- Administer and participate in annual department student evaluations
- Communicate clearly with Registration staff regarding teaching schedule changes
- Actively respond to pertinent emails from all CMCB staff in a timely manner
- Clarify curriculum expectations with the relevant Faculty Instructional Lead(s)
- Additional responsibilities as assigned by SDCMS and Strings FIL

Essential Qualifications

- Bachelor's degree in music performance or education with knowledge in the field of cello performance/pedagogy or equivalent experience
- Minimum of 2 years teaching experience
- Demonstrated experience teaching ages 4-7 in a group setting, and/or knowledge of early childhood strings pedagogies and general classroom management
- Experience working with diverse populations of students
- Commitment to Diversity, Equity, and Inclusion as pedagogical and professional values
- Interest in the following focus areas:
 - Culturally Responsive Teaching
 - Creative Youth Development - Student Voice/Agency
 - Social and Emotional Learning (SEL)
- Availability on Saturdays with no more than one pre-planned Saturday absence
- Ability to motivate and/or inspire others
- Excellent interpersonal skills (engaging and professional)
- Effective communication skills in conversing with students, families, and colleagues
- Demonstrated ability to actively listen to and learn from others
- Working knowledge of Google Suite (Google Docs, Google Forms, and Google Sheets)



- Must be able to move and distribute instruments and/or accompanying accessories weighing up to 20 pounds

Preferred Qualifications

- Bilingual (Spanish, Mandarin, or Cantonese) skills are a plus but not required
- Knowledge in a diverse range of styles preferred (i.e. Classical, Rock, Blues, Jazz, Folk, and/or Popular Music)

Compensation and Benefits

\$38-42 per hour for private instruction, commensurate with experience

\$40-46 per hour for group instruction, commensurate with experience

Benefits include a non-contributory 403(b) retirement plan, discounts on music instruction at CMCB, paid professional development opportunities, and usage of Allen Hall performance space

Application Instructions

Please send a cover letter and resume by email to jobs@cmcb.org. Please address the cover letter to Michael DePasquale, Senior Director of the Community Music School. **Application deadline is August 13, 2021.** *Please, no phone calls or walk-ins.*

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.



ABOUT COMMUNITY MUSIC CENTER OF BOSTON

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. Women, BIPOC, LGBTQIA+ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.