



Title: Clarinet Faculty Member

Summary of Position

The Community Music School at the Community Music Center of Boston is seeking a clarinet faculty member with availability to teach in-person weekly on Wednesday and potentially another 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 an Elementary "Introduction to Woodwinds" group class for ages 7-12 and participate in recruitment efforts at Boston Latin School.

The faculty member will be a responsible, dependable, committed individual who will work diligently to help students meet both musical and non-musical goals. This position has the potential to expand through private teaching opportunities. Candidates who also play/teach saxophone will have the opportunity for additional recruitment and teaching hours.

Status: Part-time hourly, exempt

Start Date: Wednesday & Thursday, September 7-8, 2022 - Faculty Orientation
Saturday, September 10, 2022 - Classes Begin

Schedule: Wednesday availability between 2:00-6:00 PM and availability on one other weekday at minimum with room for growth dependent upon registration

Reports to: Winds/Brass Faculty Instructional Lead and Early Childhood Instructional Lead, (FIL)

Works Closely With: Senior Director of the Community Music School (SDCMS), CMS Operations Coordinator, and Registration Staff

General Responsibilities

- Treat all students, school staff and coworkers with respect and dignity
- Be knowledgeable about CMCB's mission and policies
- Be an active and visible ambassador for CMCB in select targeted recruitment efforts in the community

Group Class Instruction

- Setup and breakdown for weekly class



- Engage students through teaching fundamentals, supporting a growing love and appreciation of music, and instructing specific technical skills
- Develop and implement curriculum that incorporates basic music skills, music reading, music and movement, and fundamentals of instrumental wind playing
- Communicate clearly with adult caregivers with important updates to provide groundwork for continuing education at home
- Observe at least 1 other pre-existing Early Childhood or Elementary (ECH/ELEM) class
- Assist in recruitment activities
- Attend and assist with set-up, clean-up, and facilitation of two yearly ECH/ELEM culminating events
- Maintain accurate attendance records and report any discrepancies to ECH Instructional Lead
- Communicate regularly with ECH Instructional Lead, including at least one end of year debrief meeting
- Additional responsibilities as assigned by ECH Instructional Lead

Private Lesson Instruction

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/caregivers and students via email to support educational progress
- Contact parents/caregivers and students if there is an unexpected personal absence

Communication and Participation

- Attend at least three paid Departmental meetings hosted by the relevant Faculty Instructional Lead 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 and in other musical opportunities within the CMCB community
- 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 Winds/Brass FIL

Essential Qualifications

- Bachelor's degree in music performance or education with knowledge in the field of clarinet performance/pedagogy or equivalent experience
- Minimum of 2 years teaching experience
- Demonstrated experience teaching ages 7-12 in a group setting, and/or knowledge of early childhood pedagogies and general classroom management
- Experience working with diverse populations of students
- Must be able to comply with company-wide vaccination verification or regular testing requirement
- 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 in-person for the stated times with no more than one pre-planned absence per semester
- 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



\$40-44 per hour for private instruction, commensurate with experience

\$41-45 per hour for group instruction, commensurate with experience

Benefits include paid sick time, an employer-contributed 403(b) retirement plan, paid professional development opportunities, employee assistance program, usage of facilities for practice and performance, and discounts on music instruction at CMCB.

Application Instructions

Please send the following by email to jobs@cmcb.org. Address your materials to Ariel Carmichael, Senior Director of the Community Music School:

- A cover letter which addresses your capabilities, experiences, and interests
- A current resume or CV
- Names and contact information for at least three (3) professional references from within the past 5 years, indicating your relationship with each
- *(Optional) Links to websites or online resources with representative samples of your professional work from within the past 3 years*

Incomplete applications may not be considered. **Applications will be reviewed beginning July 25th as they are received, and this position will remain open for applications until filled.** *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**. BIPOC individuals, LGBTQIA+ individuals, and members of other historically disenfranchised and marginalized populations are strongly encouraged to apply.