



**Title: General Music Faculty**

**Summary of Position**

The Community Music Center of Boston is seeking a faculty member to provide instruction and educational arts experiences in a Greater Boston area school or community partner. The faculty member will be available to teach weekly group instruction to students in grades K - 5. The faculty member will be a responsible, dependable, committed individual who will work diligently to help students meet both musical and non-musical goals. The faculty member should be able to provide accessible lessons for all students regardless of their ability level. Teaching style and repertoire should be inclusive and culturally responsive.

**Status:** Part-time hourly, exempt

**Start Date:** Wednesday & Thursday, September 7-8, 2022 - Faculty Orientation

**Schedule:** Mondays and Fridays 9:00-2:00 plus additional hours that vary by school or community partner site

**Reports to:** Community Engagement Manager (CEM)

**Works Closely With:** Senior Director of Community Engagement Programs (SDCEP), Instructional Leads (IL), and Community Engagement Coordinators

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**General Responsibilities**

- Treat all students, school staff and coworkers with respect and dignity
- Be knowledgeable about CMCB's mission and policies
- Be an active, knowledgeable and visible ambassador for CMCB in the community
- Teach students according to curricular guidelines

**Specific Responsibilities**

***Music Instruction and Curriculum Development***

- Provide engaging, culturally inclusive, learner-centered, accessible and motivating group instruction that focuses on the fundamentals of music, such as singing, rhythm, pitch, ensemble, and introductory instruments
- Clarify curriculum expectations with Instructional Lead or Community Engagement Manager



- Work with Community Engagement Manager and Instructional Leads to implement musical and non-musical curricular goals that align with CMCB's mission and vision.
- Work with students and school staff to develop mid- and end-of-year culminating events when applicable (concert, recording, community event, etc.)

### ***Administrative Responsibilities***

- Attend the annual faculty orientation (or review recorded material in a timely manner)
- Attend at least three paid professional development opportunities or meetings led by Instructional Leads
- Participate in mid-year and year end reviews with SDCEP or CEM
- Document student outcomes in collaboration with the CEM
- Use CMCB email address to respond to pertinent emails from staff and partners in a timely manner
- Communicate clearly with CMCB staff and partners regarding teaching schedule changes
- Complete hourly attendance timesheets accurately and in a timely manner
- Additional responsibilities as assigned by CEM or SDCEP

### **Essential Qualifications**

- Bachelor's degree in Music, Performing Arts, Education, or equivalent professional experience
- Minimum of 1 year of experience teaching in a group setting
- Demonstrated experience teaching fundamental and introductory music material to elementary-age students
- Must be able to comply with company-wide COVID-19 vaccination verification or regular testing requirement
- 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 inclusive teaching, amplifying student voice, and Social and Emotional Learning (SEL)
- Availability during school hours (Monday - Friday, 8:30 - 3:30)
- Ability to motivate and/or inspire others
- Strong classroom management skills
- Ability to communicate clearly and concisely, both orally and in writing, when conversing with students, families, and colleagues
- Positive attitude and growth mindset



- Demonstrated ability to actively listen to and learn from others
- Working knowledge of Google Suite (Google Docs, Google Forms, and Google Sheets) and Zoom
- Must be able to move and distribute instruments and/or accompanying accessories weighing up to 20 pounds

### **Preferred Qualifications**

- Experience working in a public school or community setting
- Bilingual skills are a plus but not required
- Experience working with students with disabilities

### **Compensation and Benefits**

\$56-61 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](mailto:jobs@cmcb.org). Address your materials to Holly Dyer, Community Engagement Manager:

- 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.

**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.