



Job Description: Jazz Voice Teacher

TITLE: Jazz Voice Teacher
REPORTS TO: Faculty Director
STATUS: Part-time, partial benefits.
START DATE: September 2024
APPLICATION DEADLINE: July 29, 2024

ABOUT BLOOMINGDALE SCHOOL OF MUSIC

Bloomingdale School of Music is a nonprofit community music school located on Manhattan's Upper West Side. It serves over 650 students from all over New York City. The school has an extraordinary faculty, an innovative program, and a sixty-year record of providing access to high-quality music instruction in private lessons, classes, and school partnerships. Bloomingdale is at an exciting time in its history, focused on strengthening the program within the school and proactively building relationships and connections in the community we serve. The school is housed in a five-story brownstone at 323 West 108th Street, between Broadway and Riverside Drive. The facility has 14 recently renovated teaching studios, a recital hall, and offices. 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 Jazz Voice Teacher. The ideal candidate has a solid jazz background, experience leading ensembles, and the capability 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 basic piano accompaniment skills. 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 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 Bloomingdale'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 requested.
 - Recruit new students when possible to Bloomingdale - both for your own classroom and department and the other departments.
 - Encourage outside students to engage with Bloomingdale's free events, sign up for ancillary classes such as ensembles and theory, and participate in special programming.
 - Support Bloomingdale students to serve as ambassadors for the school through outside performance opportunities, in house fundraising events and through attending concerts regularly.

SKILLS AND QUALIFICATIONS

- Vocal Jazz studies, voice degree, or equivalent life and work experience. Advanced degrees preferred.
- Experience teaching private lessons and group classes or classrooms. Evidence of pedagogical knowledge and creative teaching strategies is highly desirable.
- Excellent administrative skills: highly organized, ability to multitask, and knowledge of most Office products - Word, Excel, Google Suite.
- Self-starter who can both follow instructions and think through solutions/problem solve.
- Good communication skills: respond to email correspondence in a clear and timely manner, can keep administration informed of changes in the moment and stay in touch with students and their families.
- Adaptable: this position will need someone who is eager to learn and adjust to the needs at hand, which could change from week to week.
- 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.

WORKING SCHEDULE:

Required Teaching Day: Fridays and Sundays

Optional Teaching Day: Mondays

SALARY AND BENEFITS

- Private lessons starting rate: \$45/hr with annual increases according to BSM's pay scale.
- Group classes / Ensembles: \$60/hr.
- Benefits include paid faculty concerts, professional development opportunities, tax-exempt Metrocards, and access to rehearsal space.
- The position is eligible for accrued safe/sick time, pre-tax retirement after 1 year of teaching, and room for growth in hours.

APPLICATION AND HIRING PROCESS

- Interested applicants should submit their application by visiting: [Bloomingdale Faculty Application](#)
 - Cover Letter: Please respond to the following prompt: *We are planning to create a jazz vocal ensemble. How would you structure the class? What content would you include? How could you assist with recruiting participants for the ensemble?*
 - Resume: Please include a complete resume.
- 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 zoom 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.