



**Merit School of Music  
Chicago, Illinois**

## **Part-time Position Announcement:**

### **Piano Teacher**

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#### **Description**

Merit School of Music seeks a qualified piano instructor to begin as soon as possible to teach private lessons within our Merit Music in Communities Program. Instructors who have experience working with students with varying levels of hearing disability are highly encouraged to apply. Candidates should be available on two to three weekdays between 3:30 and 5:00 pm to teach students at a location in the Medical District/UIC neighborhood. The position may also expand to include private lessons and/or group class instruction at Merit's main campus in the West Loop.

Merit School of Music is committed to building a world where historically underrepresented groups can attain access to quality music education. Simultaneously, Merit is continually working toward becoming an organization that is truly reflective of the demographics of the city and the students we serve.

#### **Reporting Relationship**

The **Piano Teacher** reports to the **Piano Program Director**.

#### **Essential Duties**

Responsibilities of the **Piano Teacher** include, but are not limited to:

- **Education-** approx. 90%
  - Deliver music instruction commensurate with Merit's curricula, teaching philosophy, mission, and values
  - Prepare Private Lesson students for annual recitals
  - Complete student attendance during each class, lesson, or rehearsal
  - Be a stable presence for students through consistent preparation and attendance at scheduled lessons, rehearsals, and classes
  
- **General Faculty Expectations-** approx. 10%
  - Coordinate with the program director to determine student needs and goals
  - Assist with concerts and other events as needed
  - Act as an ambassador on Merit's behalf to recruit students into the piano studio
  - Secure substitutes from Merit's approved sub list for planned absences and promptly communicate a need for assistance
  - Work to retain the number of students necessary for maintaining or improving program quality

### **Personal Skills, Attributes, & Qualifications**

- Proven success teaching elementary to high school piano students at various skill levels (beginning through advanced)
- Strong classroom management skills
- Uphold Merit's professional code of conduct- be punctual and timely, polite, responsive, collegial, and collaborative
- Be an ambassador for Merit School of Music by representing the organization professionally in all settings and by counseling families and students to pursue their musical studies at the deepest levels
- Flexible and adaptive disposition
- A high level of personal musicianship
- Bachelor's degree in Music or equivalent experience

### **Schedule**

- Somewhat flexible, however candidates should be available to teach 2 to 3 weekdays between 3:30 and 5:00 pm. Instruction will begin as soon as possible and no later than the first week in October.

### **Compensation**

- \$44 per hour for private lessons plus round trip mileage (IRS standard mileage reimbursement rate, as calculated from Merit School of Music)
- We offer a robust healthcare package\*\* including medical (HMO and PPO options), dental (HMO and PPO), vision care, and long-term disability and voluntary life insurance coverage. Benefits eligibility is contingent upon the number of teaching hours worked over a given year (780\* teaching hours). 401(k) eligibility is determined by 500 teaching hours/ 1,000 administrative hours or a combination of both in your first full year of teaching at Merit or in subsequent calendar years.

*\*Teaching hours follow a 2:1 ration wherein a single teaching hour counts as two administrative hours for computing benefits eligibility.*

*\*\*Further information on our benefits package and employee policies are available upon request.*

### **COVID-19 Precautions**

Merit School of Music requires all employees provide proof of vaccination against COVID-19. Please plan accordingly. As mandated by the Governor of Illinois, face masks are required to enter the school. Merit invested heavily in its HVAC system to improve ventilation throughout the building. Work that can be done remotely will continue to occur virtually to limit traffic within the building and prioritize the safety of in-person instruction.

### **How to Apply**

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Applicants are encouraged to submit their materials as soon as possible. Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Applicants will not receive confirmation of receipt of their materials. Further guidance and updates about the hiring process will arrive by email, with interviews provided for finalists.

For more information about Merit School of Music, please visit [www.meritmusic.org](http://www.meritmusic.org).

**Merit School of Music is committed to enhancing the diversity of our musical community, recognizing that by providing a diverse, equitable, and inclusive learning environment for our students, we are preparing them for personal and professional success in an increasingly multicultural and global society. The Merit community recognizes that it has a responsibility for creating and sustaining a learning and working environment where difference is valued and where equity and inclusion are practiced.**