



Chicago, Illinois

## Substitute List Announcement:

# Substitute Vocal Instructor

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### Description

Merit School of Music seeks Voice Instructors to teach group classes in our Alice S. Pfalzer Tuition-free Conservatory (TFC), Instrumental and Vocal Music (IVM), or Merit Music in Communities (MMIC) programs to join our substitute list. Students in the TFC program are intermediate to highly advanced level in grades 6<sup>th</sup> – 12<sup>th</sup>, while students in the IVM program are beginning to intermediate level in grades 3<sup>rd</sup> - 8<sup>th</sup>. The MMIC program is an off-site partnership with Chicago-area schools for beginning and intermediate level instruction at school sites across the Chicago area.

### Organization Overview

Merit School of Music is a community music school located in Chicago's West Loop. Our primary goals are to help young people transform their lives and experience personal growth through music by providing access to sustained participation. For more than 40 years, we have been home to a diverse community of talented young musicians and have acted as a springboard for achieving full musical and personal potential. Our 125 passionate and experienced teaching artists provide access to high-quality music education, engaging over 3,000 students annually at our downtown location and in area schools and community centers.

Our students, who reflect the socioeconomic and ethnic diversity of Chicago, have the rare opportunity to learn together, dream together, teach each other, and broaden their horizons as they build inspiring lives through music. Merit develops musicians and provides young people with the tools they need to excel in life, with virtually 100 percent of our graduates going on to conservatory or college.

Merit School of Music is committed to building a world in which historically underrepresented groups can attain access to quality music education. Simultaneously, Merit is continually working towards becoming an organization that is truly reflective of the demographics of the city and the students we serve. Merit is dedicated to being an inclusive, diverse, equitable, and anti-racist organization and continually examining our efforts in this area.

### Reporting Relationship

**Substitute Vocal Instructors** report to the **Voice and Guitar Program Director**.

### Job Responsibilities

Responsibilities of **Substitute Vocal Instructors** include, but are not limited to:

- Delivering high-quality instruction to students in weekly classes
- Communicating with on-site Merit voice faculty to determine individual student needs and goals
- Other projects as assigned

## Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Proven success teaching voice students at various skill levels from beginner through advanced, with a strong emphasis on contemporary vocal technique and repertoire (pop, rock, folk, R&B, etc.)
- Strong classroom management skills
- Ability to collaborate and work well with colleagues and administrators
- Flexible and adaptive disposition
- A high level of personal musicianship

## Educational Requirements

Bachelor's degree in music or equivalent experience/training

## Schedule

Teaching opportunities will arise on an as-needed basis and will be communicated through Merit faculty or administration.

*\*Please note that instruction is currently scheduled to take place in-person at Merit's Joy Faith Knapp Music Center or in-person at MMIC partner sites – this position requires candidates to live in the Chicago area.*

## COVID-19 Precautions

Merit School of Music requires all employees to 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.

## Compensation and Application

Group classes at Merit's main campus in the West Loop (TFC and IVM) are \$49/hour. Group classes off-site at MMIC programs are \$50/hour, with mileage reimbursed as a roundtrip from Merit.

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Applications will be accepted through September 19<sup>th</sup>. 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 e-mail, with interviews provided for finalists.

ALAANA/BIPOC people, trans, and gender-nonconforming people, and women are encouraged to apply.

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.**