



**Merit School of Music  
Chicago, Illinois**

**Part-time Position Announcement:**

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**Tuba & Euphonium Instructor**

**Description**

Merit School of Music seeks a Tuba & Euphonium Instructor to teach private lessons and group classes to students within and across programs. The Tuba & Euphonium Instructor will provide private lesson and group class instruction as part of our Private Lesson and Conservatory programs at our West Loop neighborhood location and private lessons to students at Rachel Carson Elementary School in the Gage Park neighborhood as part of the Merit Music in Communities (MMIC) program. Students in Merit's band programs are in grades 5 - 12 and have varying experience levels. The Tuba & Euphonium instructor can expect to teach 10-12 hours per week.

**Organization Overview**

Merit School of Music is a community music school 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 Chicago's socioeconomic and ethnic diversity, 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 attending a conservatory or college.

Merit School of Music is committed to building a world where historically underrepresented groups can access quality music education. Simultaneously, Merit is continually working towards becoming an organization that reflects the city's demographics 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**

The **Tuba & Euphonium Instructor** reports to the **Band Program Director**.

## Essential Duties

Responsibilities of **Tuba & Euphonium Instructor** include, but are not limited to:

### Teaching and Instruction - 85%

- Teach weekly private lessons and group classes to students in grades 5 through 12
- Prepare students for performances and recitals two to three times per year
- Follow Merit's benchmarks for private lesson instruction
- Support students' growth through Merit's continuum of programming
- Actively recruit and retain tuba and euphonium students across and within the program

### Administrative Duties - 15%

- Track student attendance and provide student assessments and recommendations for supplemental program offerings.
- Facilitate communication with students and parents about student progress, behavior, attendance, and upcoming performances.
- Communicate with Merit's Student Services team and families to assist in the registration and scheduling of private lessons.
- Attend Merit faculty meetings and departmental meetings.
- Other projects as assigned.

## Skills and Qualifications

### Must-have Characteristics

- Bachelor's degree in music or equivalent experience/training
- Demonstrated success teaching tuba and euphonium to a similar age group (grades 5 through 12)
- Strong classroom management skills
- Ability to communicate effectively and work well with Merit staff and partnering leadership
- Punctual, professional, and collegial
- Proven commitment to Inclusion, Diversity, Equity & Antiracism (IDEA) work
- The ability to travel via car or public transportation to Merit teaching locations

### Preferred, but not required

- Spanish language fluency
- Experience working with staff liaison, administration, and instructors to support students and programs

## Schedule

- The tuba & euphonium instructor can expect to teach **10-12 hours per week**.
- Group technique classes occur on Saturday mornings between 8:45 am and 11:15 am as a part of the Conservatory program. The Conservatory runs from September to April at the Joy Faith Knapp Music Center (38 S. Peoria St., Chicago, IL 60607).
- On-site private lessons are taught throughout the week at the Joy Faith Knapp Music Center. Lessons happen year-round but are split into an academic year session (mid-September to mid-June) and a summer session (mid-June to mid-September). Lesson schedules are made in collaboration with the Student Services team and Merit families.
- Private lessons at Rachel Carson Elementary School (5516 S. Maplewood Ave., Chicago, IL 60629) are taught throughout the week during the school year (October to May). Lesson schedules are made in collaboration with the Carson band liaison.

## Compensation and Application

- Hourly base rates are calculated using a proprietary method that considers years of experience, recruitment/retention skills, studio size, education, and established success as a teacher.
- Base rates range from \$40 to \$80 per hour for private lessons, with an additional \$2.00 per hour added to the base rate for group classes.
- Large ensembles pay 1.5x the group class rate.
- Offsite faculty are reimbursed for mileage as calculated from Merit's main campus.
- Full-time faculty (780 annual teaching hours) qualify for insurance benefits. 401K eligibility begins at 500 annual teaching hours after one year of employment.
- One hour of sick time is earned for every 20 hours taught. One hour of personal time off is earned for every 35 hours taught.

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Please apply before **Tuesday, September 3, 2024**. Materials should be compatible with Microsoft Word or Adobe PDF.

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

For more information about the 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.**