



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement:

Flute Instructor - Private Lessons

Description

Merit School of Music seeks a flute instructor to teach private lessons at Merit's Main Branch and a partner site. Main branch private lessons for wind instruments are open to anyone nine years of age and older, and lessons are taught at the Joy Faith Knapp Music Center located at 38 S. Peoria St., Chicago, Illinois 60607. Off-site private lesson students range from beginning to advanced level students from 5th to 12th grade and will take place at Crete-Monee High School, located at 1515 W. Exchange St., Crete, IL 60417. This position will also be considered for competitive chamber coaching opportunities.

Organization Overview

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

Merit's 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 conservatories 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 **Flute Instructor** reports to the **Band Program Director**.

Essential Duties

Responsibilities of the **Flute Instructor** include, but are not limited to:

Teaching and Instruction - 85%

- Deliver high-quality private instruction to students in weekly lessons
- Host studio recitals for students taking private lessons on-site at Merit

Administrative Duties - 15%

- Report attendance of private lesson students
- Coordinate with Program and Student Services administration staff to manage on-site private lesson studio and scheduling
- Connect with MMIC band directors to determine individual student needs and goals
- Participate in Merit faculty meetings and department meetings
- Provide Merit staff with assessments and student recommendations for additional Merit programming
- Recruit students to the private lesson studio and Merit classes and programs
- Other teaching projects as assigned

Skills and Qualifications

Must-have characteristics:

- Proven success teaching flute students at various skill levels, from beginner to advanced
- Bachelor's degree in music or equivalent experience/training
- Strong classroom management skills
- A high level of personal musicianship
- Ability to collaborate, communicate effectively, and work well with faculty, colleagues, and administrators
- Punctual, professional, collegial, responsive, and communicative with a flexible and adaptive disposition
- 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.
- Demonstrable commitment to Inclusion, Diversity, Equity & Antiracism work in music education
- The ability to reliably travel via car or public transportation to off-site and main branch locations

Preferred, but not required

- Spanish language skills preferred
- Experience working with staff and administration to support programming

Schedule

- On-site private lessons at Merit's Joy Faith Knapp Music Center are scheduled based on student-teacher availability. On-site private lessons can happen on any day of the week following Merit's building hours.
- Private Lessons at MMIC sites typically occur on weekdays between 9:00 a.m. and 5:00 p.m. Scheduling is largely based on the instructor's availability and can happen at any time during the week. The candidate hired for this position will teach lessons at Crete-Monee High School at 1515 W. Exchange St., Crete, Illinois 60417. There may be additional opportunities to teach private lessons at additional sites in the future.

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.
- Off-site 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.

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). **Applications will be accepted through April 6, 2025.** Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Applicants will receive confirmation of receipt of their materials via email, and interviews will be provided to finalists.

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.

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.