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#### Merit School of Music

#### Chicago, Illinois

**Part-time Position Announcement:**

**Bassoon Instructor**

# Position Summary

Merit School of Music seeks an experienced and dedicated **Bassoon Instructor** to teach group classes and private lessons through three of Merit’s core programs: the **Alice S. Pfaelzer Tuition-free Conservatory**, the **Private Lesson program**, and the **Merit Music in Communities (MMIC) program**.

The Conservatory is an audition-based program that brings together talented students from across Chicagoland for advanced musical training, including large ensemble rehearsals, group technique classes, music theory, and performance forum. The bassoon instructor will lead a weekly **bassoon technique class** on Saturday mornings as part of this program, which runs from September to April.

The instructor will also teach **on-site private lessons** at Merit's main campus to wind students ages 9 and older. Lessons are offered year-round in 30-, 45-, 60-, or 90-minute formats and are scheduled based on student and teacher availability.

As part of the MMIC program, the instructor will provide **private lessons at Rachel Carson Elementary School** (5516 S. Maplewood Ave, Chicago, IL 60629), which serves 80–90 student musicians annually through bands, sectionals, and individual instruction. Lessons are 30 minutes in length and take place during the school day or after school, coordinated with the site’s band coordinator.

All Conservatory classes and on-site private lessons take place at the **Joy Faith Knapp Music Center** (38 S. Peoria St., Chicago, IL 60607).

# 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, serving as a springboard for achieving their 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 dedicated to creating a world where historically underrepresented groups can access high-quality music education. Simultaneously, Merit is continually working towards becoming an organization that truly reflects the city's demographics and the students we serve. Merit is committed to being an inclusive, diverse, equitable, and anti-racist organization, continually examining our efforts in this area.

**Reporting Relationship**

The **Bassoon Instructor** reports to the **Band Program Director**.

**Essential Duties**

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

**Teaching and Instruction – 85%**

* Deliver engaging, high-quality instruction to students in weekly private lessons and/or group classes
* Host studio recitals for private lesson students at Merit’s main campus

**Administrative Duties – 15%**

* Track and report student attendance
* Coordinate lesson schedules and studio management in collaboration with Program and Student Services administration
* Partner with school band directors and administrators to assess student needs and align goals
* Participate in faculty and department meetings as requested
* Provide student assessments and recommendations for additional Merit programming
* Support recruitment efforts by encouraging student enrollment in private lessons and Merit classes
* Contribute to additional projects as assigned

# Skills and Qualifications

**Required:**

* Demonstrated success teaching bassoon to students of varying levels, from beginner through advanced
* Bachelor’s degree in music or equivalent experience/training
* High level of personal musicianship
* Strong classroom and lesson management skills
* Excellent collaboration and communication skills; able to work effectively with faculty, administrators, and external partners
* Professionalism in all settings: punctual, collegial, responsive, and reliable
* Flexible and adaptive disposition
* Ability to serve as an ambassador for Merit by supporting families and students in their long-term musical growth
* Demonstrated commitment to dignity in all interactions
* Reliable transportation to off-site teaching locations

**Preferred:**

* Spanish language proficiency
* Experience partnering with school staff and administrators to support music programming

# Schedule

* **On-Site Private Lessons at Merit**

Year-round, scheduled based on student and teacher availability. Lessons can take place any day of the week during Merit’s building hours at the Joy Faith Knapp Music Center (38 S. Peoria St., Chicago, IL 60607).

* **Conservatory Bassoon Group Classes**

Saturdays between 8:50–10:25 AM, September through April (excluding holiday breaks). Each class is 45 minutes long and held at Merit’s West Loop campus.

* **Private Lessons at Carson Elementary**

October through May, scheduled in coordination with the site’s band coordinator. Lessons are 30 minutes each and may take place Monday through Friday between 10:30 AM and 4:00 PM at Rachel Carson Elementary School.

**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](https://airtable.com/shrrkr8DI3JsNC1s7). **Applications will be accepted through August 17, 2025**. Materials should be compatible with Microsoft Word or Adobe Acrobat PDF. Applicants will receive confirmation of receipt of their materials via email, with interviews 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](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.**