



Chicago, Illinois

**Part-time Position Announcement:**

## **Jazz Vocal Technique Group Class Instructor**

---

### **Position Summary**

Merit School of Music seeks a skilled and inspiring Jazz Vocal Technique Instructor to teach group classes in our Alice S. Pfalzer Tuition-free Conservatory (TFC) Program. This advanced training program serves talented students in grades 6–12 who are dedicated to deepening their musical skills in a rigorous, supportive environment.

Students in the TFC program reflect the diversity of Chicago and pursue a wide range of futures—some continuing on to study music in college or conservatory, and others applying their skills in entirely different fields. The Jazz Vocal Technique Instructor will play a key role in helping students build strong foundational technique, stylistic fluency, and artistic confidence, whether they're preparing for an audition or simply growing as expressive young artists.

This is an exciting opportunity to join a community of passionate educators committed to equity, excellence, and the transformative power of music..

### **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 over 40 years, we have been home to a diverse community of talented young musicians, serving as a springboard for them to achieve their 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 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 demographics of the city 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 **Jazz Vocal Technique Instructor** reports to the **Piano, Voice, and Guitar Program Director**.

## Job Responsibilities

Responsibilities of **Jazz Vocal Technique Instructor** include, but are not limited to:

- Delivering engaging, high-quality instruction in jazz vocal technique, style, and repertoire
- Collaborating with on-site Merit voice faculty to understand and support individual student needs and goals
- Recommending students for additional Merit programming as appropriate
- Participating in faculty and department meetings as requested
- Completing student attendance during each class
- Communicating with Merit staff, students, and families in a timely and professional manner
- Contributing to additional projects as needed

## Required Skills and Qualifications

- Demonstrated success teaching voice to students of varying skill levels, with a strong emphasis on jazz technique and style
- High level of personal musicianship
- Strong classroom management skills
- Excellent collaboration and communication skills; able to work effectively with colleagues and administrators
- Flexible and adaptive disposition
- Professionalism in all settings—punctual, responsive, and reliable

## Education

Bachelor's degree in music or equivalent experience/training

## Schedule

**Saturdays**, September 13<sup>th</sup>, 2025 – April 4<sup>th</sup>, 2026

### **Jazz Technique Study (advanced)**

- 9:40-10:25 am

### **Beginning Jazz Technique**

- 10:30-11:15 am

*\*Please note that these classes are currently scheduled to take place in-person at Merit's Joy Faith Knapp Music Center in the West Loop.*

## 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
  - Full-time faculty (780 annual teaching hours) qualify for insurance benefits. 401K eligibility begins at 500 annual teaching hours.

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Applications will be accepted through **August 17, 2025**. 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 regarding the hiring process will be sent via email, with interviews scheduled 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.**