



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement:

Horn Instructor - Private Lessons

Description

Merit School of Music seeks a Horn Instructor to teach private lessons both off-site at Rachel Carson Elementary School (5516 S. Maplewood Ave., Chicago, IL 60629) and on-site at the Joy Faith Knapp Music Center (38 S. Peoria St., Chicago, IL 60607).

This role includes teaching eight horn students (beginning through advanced, grades 4–8) at Rachel Carson Elementary School through the Merit Music in Communities program. Each student receives a weekly 30-minute lesson.

The instructor will also build and maintain a private lesson studio within Merit's year-round Private Lesson Program. Lessons are taught weekly in 30-, 45-, 60-, and 90-minute increments. The instructor is also expected to recruit students into their studio and other Merit programs. Additional teaching opportunities may be available.

Organization Overview

Merit School of Music is a community music school in Chicago's West Loop. Its primary goal is to help young people transform their lives and experience personal growth through music by providing sustained access to participation. For over 40 years, Merit has been home to a diverse community of talented young musicians and has acted as a springboard for achieving full musical and personal potential. One hundred twenty-five 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 truly 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 **Horn Instructor** reports to the **Band Program Director**.

Essential Duties

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

Teaching and Instruction – 85%

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

Administrative Duties – 15%

- Report attendance accurately and on time
- Communicate with Program and Student Services teams to support scheduling and studio operations
- Communicate with Merit Music in Communities band directors to support individual student progress
- Participate in faculty and departmental meetings as scheduled
- Provide student assessments and recommendations for additional Merit programming
- Recruit students into private lessons, Merit classes, and programs
- Complete other projects as assigned

Skills and Qualifications

Must-have characteristics:

- Proven success teaching horn students at varying skill levels
- Bachelor's degree in music or equivalent experience/training
- Strong classroom and studio management skills
- High level of personal musicianship
- Effective communication and collaboration with faculty, staff, students, and families
- Professional, punctual, responsive, and adaptable
- Demonstrated commitment to upholding dignity in all interactions
- Ability to travel by car or public transportation to off-site locations

Preferred, but not required

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

Schedule

- Private lessons at Rachel Carson Elementary School occur during school days between 10:30 a.m. and 4:00 p.m. Scheduling is based on instructor availability and can occur any weekday except Wednesday.
- On-site private lessons at Merit's Joy Faith Knapp Music Center are scheduled based on instructor, student, and room availability during building hours. All instruction must occur on-site.

Compensation and Application

Merit uses a standardized method to determine hourly base rates, taking into account experience, recruitment/retention skills, studio size, education, and demonstrated teaching success. Base rates range from \$40 to \$80 per hour for private lessons, with an additional \$2 per hour for group classes. Large ensembles pay 1.5× the group class rate. Off-site mileage is reimbursed from Merit's main campus. Full-time faculty (780 annual teaching hours) qualify for insurance benefits. 401(k) eligibility begins after 500 yearly teaching hours and one year after employment.

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). **Applications will be accepted through December 7, 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.

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.