



Classical Voice Instructor

Part-Time Position Announcement

Chicago, Illinois

DESCRIPTION

Merit School of Music seeks a Classical Voice Instructor to teach group classes in the Alice S. Pfaelzer Tuition-Free Conservatory (TFC). The Conservatory provides advanced musical training to Chicagoland's most promising and dedicated young musicians, serving students from intermediate to highly advanced in grades 6 through 12 as they build toward collegiate and conservatory-level study.

In this role, the instructor will lead weekly group classes in classical vocal technique, helping students develop the foundation, style, and repertoire needed to grow as singers and musicians. The position also carries the opportunity to build a private voice studio at Merit's West Loop location, working with students across a range of levels and experience.

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 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 100 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 nearly 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 Classical Voice Instructor reports to the Piano, Voice, and Guitar Program Director.

ESSENTIAL DUTIES

Responsibilities of the Classical Voice Instructor include, but are not limited to:

Teaching and Instruction - 85%

- Deliver high-quality instruction to students in weekly group classes and private lessons, commensurate with Merit's curricula, teaching philosophy, mission, and values.
- Communicate with on-site Merit voice faculty to determine individual student needs and goals.
- Provide Merit staff with student recommendations for additional Merit programming.

Administrative Duties - 15%

- Complete student attendance records for each class and lesson.
- Correspond with Merit staff and students/families in a timely fashion.
- Attend Merit faculty meetings and/or department meetings as scheduled.
- Other projects as assigned.

SKILLS AND QUALIFICATIONS

Must-Have Characteristics

- Bachelor's degree in music or equivalent experience and training.
- Proven success teaching voice students at varying skill levels, from beginner through advanced, with a strong emphasis on classical vocal technique, style, and repertoire.
- Strong classroom management skills, with the ability to keep group classes engaging and focused.
- Ability to collaborate and work well with colleagues and administrators.
- A high level of personal musicianship.
- Punctual, professional, and communicative, with a flexible and adaptive disposition.
- A genuine commitment to Merit's mission and to dignity-centered communication with students, families, and colleagues.

Preferred, But Not Required

- Experience building and maintaining a private voice studio.
- Bilingual or multilingual; Spanish and Mandarin are especially valuable in this role, as many of our families communicate primarily in one of these languages.



SCHEDULE

- The Classical Voice Instructor will lead two group classes per week, totaling **1.5 hours**, in addition to private voice lessons scheduled separately.
- Group classes are held on **Saturdays from September 12, 2026 through April 3, 2027**. Classical Technique Study (advanced) meets from **9:40-10:25 am**, and Beginning Classical Technique meets from **10:30-11:15 am**.
- Private lesson scheduling is determined individually based on teacher availability and may be scheduled any day **Monday through Saturday**.
- All group classes and private lessons are taught in-person at Merit's West Loop location, the Joy Faith Knapp Music Center, located at 38 S. Peoria St., Chicago, IL 60607.

TECHNOLOGY IN HIRING

At Merit School of Music, we believe in a human-centered recruitment process. While our team occasionally leverages generative AI tools to assist with administrative tasks, such as formatting job descriptions or summarizing interview notes, we do not use algorithms, automated screening software, or AI platforms to evaluate, rank, or screen applicants. Every application and hiring decision is reviewed and made entirely by human hands and minds.

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.
- Faculty who work in the Merit Music in Communities Program (in schools and community centers) 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.
- Personal days and sick days are earned and used in compliance with the Chicago Sick and Safe Leave Ordinance.

To apply, please upload your resume detailing your relevant experience and qualifications for this role [using this link](#). Please apply before **Monday, July 6, 2026**. 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 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 its responsibility to create and sustain a learning and working environment where difference is valued and equity and inclusion are practiced.