



# Jazz Vocal Technique Instructor

## Part-Time Position Announcement

Chicago, Illinois

### DESCRIPTION

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Merit School of Music is seeking a Jazz Vocal Technique Instructor to teach Jazz Vocal Technique Group Classes in our Alice S. Pfaelzer Tuition-free Conservatory Program (TFC). This regular part-time position runs from Saturday, September 12, 2026, through Saturday, April 3, 2027, and includes two weekly classes, an advanced Jazz Technique Study class and a Beginning Jazz Technique class, for about 1.5 hours of teaching per week. TFC students are intermediate to highly advanced musicians in grades 6 through 12, and this role offers the opportunity to introduce young vocalists to the technique, style, and improvisational language of jazz singing at two different stages of their development.

### ORGANIZATION OVERVIEW

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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

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The Jazz Vocal Technique Instructor reports to the Piano, Voice, and Guitar Program Director.



## ESSENTIAL DUTIES

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

### Teaching and Instruction - 85%

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- Deliver high-quality instruction to students in weekly group classes, 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%

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- Complete student attendance records for each class.
- 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

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- 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 jazz 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.

## SCHEDULE

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- The Jazz Vocal Technique Instructor will lead two group classes per week, totaling 1.5 hours.
- Group classes are held on Saturdays from September 12, 2026, through April 3, 2027. Jazz Technique Study (advanced) meets from 9:40-10:25 am, and Beginning Jazz Technique meets from 10:30-11:15 am.
- All group classes 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

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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

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- 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](http://www.meritmusic.org).

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*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.*