



Music Theory Instructor

Part-Time Position Announcement

Chicago, Illinois

DESCRIPTION

Merit School of Music is seeking a Music Theory Instructor to teach Music Theory 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 involves about four 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 deepen their musicianship through focused theory instruction alongside their performance studies.

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 Music Theory Instructor reports to the Piano, Voice, and Guitar Program Director.

ESSENTIAL DUTIES

Responsibilities of the Music Theory Instructor include, but are not limited to:

- Delivering high-quality instruction to students in weekly classes
- Communicating with Merit's on-site theory faculty and other conservatory faculty to determine individual student needs and goals
- Participating in Merit faculty meetings and/or department meetings
- Completing attendance records for each class
- Corresponding with Merit staff and students/families in a timely manner
- Other duties as assigned

SKILLS AND QUALIFICATIONS

Must-Have Characteristics

- Bachelor's degree in music or equivalent experience and training.
- Proven success teaching music theory at varying skill levels, from beginner through intermediate and advanced.
- 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

- The Music Theory Instructor will teach 45-minute Group Classes on Saturdays, September 12, 2026, through April 3, 2027, for a total of 24 Saturdays during the year.
- Class times fall between 8:00 am and 3:15 pm, with approximate time slots of 8:00-8:45 am, 8:50-9:35 am, 12:45-1:30 pm, and 2:30-3:15 pm.
- Ideal candidates will be available to teach 3 to 4 classes weekly.

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.