

Notre Dame College

Applied Music Instructor

Position Title: Applied Music Instructor (Clarinet, Low Brass, and Guitar positions available)
Department: Performing Arts
Supervisor: Co-Director of Performing Arts
Position Duration: Per Semester
Compensation: \$400 per student, per semester. 10 lessons at \$40 each.

FUNCTION:

Reporting to the Co-Directors of Performing Arts, the Applied Music Instructor will instruct private applied lessons. Current openings include instructors for clarinet, low brass, and guitar. Additional opportunities within the Performing Arts curriculum are available for qualified candidates.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Ability to rehearse and teach private students.
- Strong supervision, training, and team building skills.
- Ability to manage multiple schedules, duties and tasks.
- Personnel management skills.
- Ability to effectively work with all College constituents including students, faculty, staff.
- Experience in working with diverse student populations.
- Interpersonal, oral, and written communication skills relating to instruction, supervision, and recruitment.
- Problem-solving skills.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Teach weekly lessons.
- Coordinate and attend a final lesson jury.
- Take weekly attendance and maintain proper academic records.

QUALIFICATIONS:

Bachelor of music degree required. Master of music degree (or higher) preferred.

PHYSICAL ENVIRONMENT:

Office duties conducted within a professional office setting with the need to access campus buildings with stairs and complete campus errands. Regular computer keyboard use. Some light to medium lifting (10-40 lbs.) may be required. Some travel is required with this position.

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.