



Position Title: Jazz Combo Director
Department: Performing Arts
Supervisor: Co-Director of Performing Arts
Position Duration: 10 months (August 2022-May 2023)
Compensation: \$3,000

FUNCTION:

Reporting to the Co-Directors of Performing Arts, the Jazz Combo Director will lead the newly formed ensemble at NDC in rehearsals and performances.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Direct and manage NDC Jazz combo, including operational needs
- Weekly rehearsals on Fridays from 2:30-4pm
- 1 performance per semester

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Ability to rehearse and teach 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.

QUALIFICATIONS:

Master of Music degree required.

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.