

# Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 FAX: 914-723-0036  
www.hbms.org • email: hb@hbms.org

## **Dalcroze Eurhythmics Instructor (PT)**

**Job posting: June 17, 2019**

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School serves more than 800 students of all ages and levels of advancement from 50 Westchester municipalities on its campus in Scarsdale, NY, and another 250 at partner organizations including Head Start Centers, healthcare facilities, and social service agencies throughout Westchester County. The 60-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestras, four choirs, and over 30 chamber ensembles; master classes by world renowned artists; scores of workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a five-week summer music and arts program.

### **POSITION DESCRIPTION**

Dalcroze Eurhythmics Instructors report to the Dean of Programs and are primarily responsible for providing classroom instruction to students in the School's *Early Childhood Music Program* and *Musicianship Program*.

The Hoff-Barthelson *Early Childhood Music Program* includes:

- Weekly adult-child classes (9 months to 3 years) that combine singing, listening, and movement
- Weekly child-only music and movement classes for 3-year-olds through grade 2
- Hands-on first-instrument classes (older threes through kindergarten) to explore basic musical concepts and techniques on the piano, recorder, or violin
- Weekly classes in music theory, sight-singing, composition, and improvisation for children grades 3-4 that incorporate Dalcroze Eurhythmics

The Hoff-Barthelson *Musicianship Program* offers music theory and aural skills training for students in grades 5 and up. As students progress through our program of sequential musicianship studies, classes focus increasingly on written theory, analysis, and aural skills.

### **AREAS OF RESPONSIBILITY**

- Teach Dalcroze based classes within the School's *Early Childhood Music Program*
- Prepare course materials including syllabi and homework assignments as appropriate.
- Maintain student attendance records and other required records.
- Communicate effectively and in a timely manner with colleagues (administration and faculty), students, and families.
- Teach Musicianship Classes for students grades 5+ as needed.
- Maintain compliance with the School's *Code of Conduct* and with training that the School provides in *Preventing Discrimination and Harassment for New York*.

## OFFSITE INSTRUCTION

Hoff-Barthelson offers Dalcroze-based instruction to children ages 2-4 in area partner schools. Multiple teaching opportunities are available Monday – Friday during the school day.

## QUALIFICATIONS

**Education:** Master of Music or Master of Music Education, degree, or equivalent experience appropriate to this position. Dalcroze teacher certification. Suzuki or other appropriate certifications are required where appropriate. *Individuals with professional training and experience teaching an instrument may also be invited to offer lessons or classes in their area of expertise.*

**Experience:** Minimum of 5 years professional experience preferred working in community arts education.

**Key skills and traits:** The ideal candidate will possess the following key skills and traits:

- Passionate collaborative artist who communicates a deep love of music in her/his work with students
- Shares the School's mission to inspire and develop each student's potential through excellence in music education with a commitment to creativity, collaboration, and community.
- Possesses excellent interpersonal and organizational skills
- Enthusiastic collaborator who enjoys working with colleagues – faculty and administration – to meet the needs of students and the School
- Wishes to work in an environment that values personal and professional growth.
- Comfortable using standard technologies including email, Microsoft Word and Google Docs.
- Willing to learn new technologies that are part of the School's day-to-day operations: ASAP Connected Registration System, and PayCom Payroll.

## COMPENSATION

- Hourly rate of pay competitive with other leading community music schools
- Access to health, dental, vision, life, disability and supplemental insurances
- Access to 403b retirement plans, and FLEX benefits (transportation, medical, childcare, parking).
- New York paid family leave, worker's compensation, and sick leave in accordance with Westchester County regulations.

## RELATED INFORMATION

- Employment at the Hoff-Barthelson Music School is contingent upon successful completion of all pre-employment screenings including - but not limited to - a background check and Preventing Discrimination and Harassment in New York, a training that requires timely online completion.
- Instruction is offered on-site at Hoff-Barthelson facilities located at 25 School Lane, Scarsdale, NY 10583, or at off-site locations as arranged by the School. Standard hours of instruction are Mondays – Fridays, 9 a.m. – 10 p.m.; Saturdays, 8 a.m. – 5 p.m.
- Please do not contact job poster about other services, products or commercial interests.

## TO APPLY

Please send a cover letter, three references (name, email, phone number, a brief description of your relationship, and the dates you worked together), and resume to [careers@hbms.org](mailto:careers@hbms.org).