

# Hoff-Barthelson Music School

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## Early Childhood Music Specialist/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

Early Childhood Music Specialists/Instructors report to the Dean of Programs and are primarily responsible for providing classroom instruction to students in the School's *Community Outreach Programs*.

The Hoff-Barthelson *Community Outreach Programs* includes weekly child-only classes (9 months to 4 years) that combine singing, listening, and movement. Classes are held at partner schools and organizations off-site at locations throughout Westchester County, New York. Our programs focus on underserved communities and emphasize a connection between sound early childhood music pedagogy and children's social-emotional developmental needs.

### AREAS OF RESPONSIBILITY

- Teach early childhood music classes at one or more partner organization locations in Westchester County, New York.
- Prepare course materials including syllabi and materials for classroom instructors as appropriate.
- Maintain student or class records and other required records as necessary.
- Communicate effectively and in a timely manner with colleagues (administration and faculty), students, and families.
- Participate in professional development sessions and trainings to prepare to work in a variety of school and community environments.
- Maintain compliance with the School's *Code of Conduct* and with training that the School provides in *Preventing Discrimination and Harassment for New York*.

### AVAILABLE CLASSES

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. Or, a Bachelor of Music Education degree with 7 or more years of professional experience. Dalcroze teacher certification preferred. Suzuki or other appropriate certifications are required where appropriate.

**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).