



JOB DESCRIPTION

Title: Part Time Music Instructor - Jazz Studies
Reports to: Music Chair
Supervises: None
Status: Exempt
Effective Date: August 6, 2019 - June 5, 2020
Times: As assigned (mostly afternoons, some evenings & mornings)
Days: Mon.-Fri. (5 days/week)

The New Mexico School for the Arts seeks a passionate & devoted part-time Jazz Studies instructor for their 2019-20 school year. The Jazz Studies Instructor reports to the Chair of the Music Department & coordinates with all other Music Department faculty in realizing daily instruction, rehearsals, and performances for music students at NMSA. The Jazz Studies Instructor is also responsible for maintaining a robust Jazz Studies Curriculum for all year levels, with particular attention paid to students in Years 3 & 4 of the NMSA Music Program who have chosen to specialize in jazz.

NMSA's mission is to provide the highest standards of educational excellence to passionate young artists who have demonstrated artistic abilities and potential. We work hard to establish a solid foundation that will give these students a strong future and increase their potential for long-term success, so they can pursue a career in the arts or beyond.

General Responsibilities:

- Participates in all Music Department faculty meetings
- Attends all Music Department concerts & events pertaining to Instrumental Performance
- Participates in all NMSA In-Service days, as listed on the academic calendar
- Participates in the admissions process as an audition panelist for the Music Department on all audition days
- Coordinates with other Music Department faculty in use of departmental resources and spaces
- Coordinates with other Division Coordinators (Instrumental, Composition, Jazz) in communications, scheduling, & programming
- Coordinates with Director of Outreach on programming
- Serves as jury panelist for Senior & Junior Recitals

Teaching & Curriculum Development:

- Teaches all classes & leads rehearsals in Jazz Studies for students who have elected this track in Years 3 & 4 of program
- Chooses appropriate literature and repertoire for solo, small group, and large ensembles in which students pursuing Jazz Studies track participate; lead & coach these ensembles, as necessary
- Assists in instruction with other Music Department classes, as determined by Music Department Chair
- Assess students in all classes and maintains accurate grading records in PowerSchool on a weekly basis
- Assists in college search and preparedness process with individual students and families, including audition coaching
- Maintains an awareness of each student's ongoing progress in Music and helps identify concerns related to student progress and development
- Teach students in applied lessons & coach small group rehearsals, as determined by Music Department Chair
- Works with Music Department Chair in ongoing refinement and development of Jazz Studies curriculum, alignment with Department goals, and strategies for implementation
- Understands the goals, objectives, & priorities of the Music Department and Jazz Studies track and aligns instruction/develops lesson plans accordingly

Desired Qualifications & Conduct:

- Holds a Bachelor's Degree or higher in Music Performance (Jazz Studies) or related area
- Believes in the mission of New Mexico School for the Arts
- Possesses a knowledge of a wide variety of musical styles and approaches
- Demonstrates ability to work with people of all backgrounds and ages
- Behaves ethically and with personal integrity
- Arrives on time each day
- Communicates clearly and maintains organization