

## **Concordia Conservatory JOB DESCRIPTION**

**POSITION TITLE:** Guitar Faculty  
**DEPARTMENT:** Concordia Conservatory Bronxville and Stamford  
**SUPERVISOR:** Kathleen Suss  
**STATUS:** Exempt/Part time  
3 hours minimum

**DATE APPROVED:** July 1, 2021

*Concordia Conservatory*, the community music school in Bronxville, NY, and Stamford, CT, is currently searching for an experienced guitar teacher.

### **GENERAL PURPOSE**

The position includes 3 - 9 hours of teaching private guitar instruction per week, and would require one teaching day in one or both location. The position will begin in fall 2021 for the 2021-22 academic year.

Stamford: Monday, Tuesday or Thursday

Bronxville: Wednesday, Thursday or Sunday

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Private Guitar instruction for students ranging in ages four through adults.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Exemplify the philosophy of Concordia Conservatory's mission statement and values statements in all aspects of day-to-day duties and responsibilities assigned to this position
- Effectively communicate with kindness, understanding and helpfulness when interacting with students, staff, parents, faculty and the general public
- Develop and maintain positive relationships
- Exhibit a cheerful, positive, loyal, team-member attitude toward the purposes, programs, policies and goals of the Conservatory
- Constantly strive to improve performance

### **CORE COMPETENCIES**

- **Critical evaluation**—identify and resolve problems in a timely manner and gather and analyze information skillfully
- **Oral communication**—speak clearly and politely and, demonstrate group presentation skills when speaking on behalf of Concordia Conservatory
- **Written Communication**—edit work for spelling and grammar, maintain professional tone, and accuracy in written communication
- **Adaptability**—adapt to changes in the work environment, manage competing demands and be able to deal with frequent change, delays or unexpected events
- **Dependability**—be consistent to work on time, follow instructions, respond to management direction and solicit feedback to improve performance

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Music or related field, Master's or Doctorate preferred.
- Minimum of 3-5 years teaching experience in an academic or community music school environment.
- Suzuki certification preferred.
- Ability to represent the Conservatory in a professional manner.
- Work well with multiple constituencies.
- Ability to work with confidential information and exercise discretion.
- Demonstrate ability to effectively solve problems.
- Goal and detail oriented.
- Effective at managing multiple priorities.
- The availability and willingness to work occasional evenings and weekends.
- Maintain a positive attitude that will promote a healthy cultural climate that reflect the mission.

### **SUPERVISION RECEIVED**

Reports to Executive Director Kathleen Suss and String Department Chair Rami Vamos .

### **RESPONSIBILITY FOR PUBLIC CONTACT**

Regular contact with students, Faculty, Staff and third parties requiring courtesy, discretion, professional appearance, and sound judgment.

### **LICENSING AND CERTIFICATION**

None

### **SALARY**

Hourly rate/compensation is commensurate with experience

**Interested candidates should send a cover letter, resume, and three professional references to:**

**Kathleen Suss, Executive Director of Concordia Conservatory**  
**Kathleen.Suss@concordia-ny.edu**

Concordia Conservatory's mission is to inspire, instruct and enrich lives through music, offering excellence in education and performance. Concordia is committed to bringing the arts to all people regardless of age, ability, ethnic origin or financial situation, and serves as a music education resource for the Westchester County community in New York.

Concordia Conservatory does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age.