



## **JOB DESCRIPTION**

**Position:** Private Music Instructor (Hourly)

**Instruments:** Piano

**Location:** 3630 E 3rd St. Los Angeles, CA 90063

**Reports to:** Program Manager (Direct), Executive Director (Indirect)

**Hours:** Schedule and hours may vary based on instructor availability, student enrollment, and program needs

**Compensation:** \$28-\$30

**Desired Availability:** Thursdays (3:00pm-8:00pm) & Saturday (9:00am-2:00pm)

## **MISSION**

Since 1945, LAMusArt is a nonprofit organization dedicated to improving the lives of youngsters by providing them with the resources for a high quality arts education. We aim to provide opportunities for underserved students in East Los Angeles and its surrounding communities, regardless of race, gender, aptitude, or socio-economic status, to engage in and have access to multidisciplinary and sequential low cost and/or no-cost arts education programs.

## **ESSENTIAL JOB FUNCTIONS**

- Teach private classes to beginning and intermediate students
- Create and implement private study syllabus with California Arts Standards (VAPA) integration
- Support, host and attend student performances (Recitals)
- Maintain a safe and nurturing environment for students
- Track and maintain student attendance
- Create detailed substitute lesson plans and arrange for substitute coverage
- Submit timesheets and Student Assessment Reports
- Other duties as assigned

## **REQUIRED QUALIFICATIONS**

- Four-year undergraduate degree in music/music education or equivalent experience
- Demonstrated excellent musicianship and artistry as a teacher/performer
- Extensive knowledge of repertoire, curriculum and pedagogy
- Strong interpersonal and communication skills and the ability to work effectively as part of a team
- Interest and ability to be a motivational mentor and role model for students, parents and peers
- Punctual; attention to detail and deadlines
- Reliable transportation

## **DESIRED QUALIFICATIONS**

- Experience working with children from diverse ethnic and economic backgrounds; exposure working in underserved communities
- Bilingual in Spanish

## **REQUIRED**

- Cover Letter
- Résumé/Curriculum Vitae
- Class Syllabus/course outline sample
- Candidates selected to advance to an in-person interview may be asked to prepare and teach a brief demonstration lesson to a trial student.

## **HOW TO APPLY**

Please send all documents via email to:

Programs Manager, Marlene Grajeda at [mgrajeda@lamusart.org](mailto:mgrajeda@lamusart.org) cc: [hr@lamusart.org](mailto:hr@lamusart.org)

No phone calls please