

# University Settlement

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Charitable #: 119279412RR0001



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

**JOB TITLE/POSITION:** Music and Arts Group Teacher - Chamber Music Coach  
**DEPARTMENT:** Music and Arts School  
**REPORTS TO:** Managing Director, Music & Arts School  
**POSTING DATE:** June 26, 2018

**ORGANIZATIONAL OVERVIEW:** University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's four offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services. With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 10,000 users annually through diverse areas such as settlement services, English language classes, employment counseling, senior services, youth programming, homeless programs, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and nautilus facilities.

**JOB FUNCTION:** To provide high-level group instruction and coaching to Music & Arts School chamber music participants.

### **QUALIFICATIONS:**

- A three (3) year Bachelor's level degree in Music, or equivalent.
- Experience in performing in and coaching chamber music groups
- At least two (2) years teaching experience with groups of adults
- Good communication skills.
- Ability to work successfully with groups of adults from diverse backgrounds
- Knowledge of music and related arts
- Good working knowledge of spoken and written English

### **ASSETS:**

- 2<sup>nd</sup> language
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting

### **RESPONSIBILITIES:**

- Coaching groups of intermediate and advanced level participants in the Chamber Music Program
- Teaches the number of sessions scheduled by the music office
- Creates a program of study for each particular group taking into account factors such as age, musical ability, pace of learning, personality-type and ultimate goals
- Gives each group of students a positive learning experience in a structured environment



**RESPONSIBILITIES (cont.):**

- Attends staff meetings as scheduled and carries out concert management/public relations duties at recitals if required; on these occasions teachers must act as official representatives for the Music & Arts School and talk with community members
- Participates occasionally in the following Music School activities: student recitals, faculty recitals and fundraising events
- Attends Chamber Music Concerts
- Communicates clearly and effectively with participants
- Is punctual and ensures that each session lasts for the allotted time
- Keeps a register indicating each participant's attendance or absence
- Ensures that participants of chamber ensembles are registered and refers to the office as necessary
- Contacts participants who are unexpectedly absent in order to determine the reason
- Is diplomatic and polite at all times with participants; information of a personal and confidential nature disclosed by participants or the Managing Director must not be discussed with others
- Maintains a tidy and organized work area and ensures that the windows and door are closed upon leaving
- Hands to participants any written communications from the Managing Director
- Works closely with department directors and managers to ensure department and program needs are met
- Develops and maintains cooperation and openness, and work collaboratively with others to achieve University Settlement objectives
- Recognizes department and/or community needs/trends and develop appropriate methods to respond; adjusts to the constantly evolving nature of environment and priorities
- Evaluates the effectiveness of the program and suggests improvements
- Other duties as assigned

**TERMS OF EMPLOYMENT:** Police Reference Check, satisfactory to University Settlement is a requirement of this position.

**SALARY/RATE:** \$23.88/hour (2017 rate), plus an additional 60 cents in lieu of benefits once probation is passed

**SCHEDULE:** Part time hours- to be discussed

**NOTE:** *Successful applicants will be added to our pool of chamber music coaches. Chamber coach scheduling is dependent on many factors including participant availability, total number of ensembles, instrumentation and participant preferences. We do not guarantee that successful applicants will be guaranteed coaching in each chamber music session.*

**DETAILS:** Unionized position, restricted to individuals living within 40 km of the work location

Please send a detailed resume with cover letter by July 10, 2018 to:

Victoria Medeiros, Managing Director  
Music and Arts School  
University Settlement  
23 Grange Road, Toronto M5T 1C3  
[victoria.medeiros@universitysettlement.ca](mailto:victoria.medeiros@universitysettlement.ca)

\*University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted.