

University Settlement

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Charitable #: 119279412RR0001



University Settlement
Founded in 1910

Over 100 Years of Service in the Community

INTERNAL POSTING

DEPARTMENT

JOB TITLE/POSITION: Music & Arts Group Teacher – Chamber Music Coach
DEPARTMENT: Music & Arts School
REPORTS TO: Managing Director, Music & Arts School
POSTING DATE: August 21, 2019

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 30,000 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.

Music & Arts School:

The Music & Arts School at University Settlement has been providing affordable, quality music and arts programs to children, teens, adults and seniors in downtown Toronto for almost 100 years. We function in the belief that arts education should be a right, not a privilege and that lessons should be available to everyone, regardless of their age, ethnicity, perceived talent, disability or ability to pay. The School provides high quality classes and lessons at affordable rates. Our subsidy fund assists low-income families, reducing barriers that would otherwise prevent equal access to extracurricular music and arts education.

JOB FUNCTION: To become part our pool of chamber music coaches to provide a high level of group instruction to students in the Music & Arts School's Chamber Music Program.

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 is essential
- Good communication skills
- Ability to work successfully with groups of adults from different backgrounds
- Knowledge of music and related arts
- Good working knowledge of spoken and written English



ASSETS:

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

RESPONSIBILITIES:

- To coach intermediate and advanced level students in our Chamber Music Program.
- Teaches the number of classes scheduled by the Director
- 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 - the teacher's chosen methods should be acceptable to the Director
- Gives each group of students a positive learning experience in a structured environment
- Attends staff meetings as scheduled and carries out concert management/public relations duties at recitals if required
- Participates occasionally in the following Music School activities: student recitals, faculty recitals and fundraising events
- Attends chamber concerts
- Communicates clearly and effectively with students
- Is punctual and ensures that each class or lesson lasts for the allotted time
- Keeps a register indicating each student's attendance or absence
- Ensures that members of the group are registered and refer to the office if necessary
- Contacts students who are unexpectedly absent in order to determine the reason
- Is diplomatic and polite at all times with students
- Maintains confidentiality when information of a personal and confidential nature is disclosed by students or the Director
- Maintains a tidy and organized work area and ensures that the windows and door are closed upon leaving
- Hands to students any written communications from the Director
- Works closely with department directors to ensure department and program needs are met
- Develops and maintain cooperation and openness, and works collaboratively with others to achieve University Settlement objectives
- Recognizes department and/or community needs/trends and develop appropriate methods to respond
- Adjusts to constantly evolving nature of environment and priorities
- To evaluate the effectiveness of the program and to suggest improvements
- Other duties as assigned

TERMS OF EMPLOYMENT:

Police Reference Check, satisfactory to University Settlement is a requirement of this position. Where potential staff will have direct contact with children or vulnerable persons, the Police Reference Check will include a request for information about the candidate under the Mental Health Act.

SALARY/RATE: \$24.48/hour; once passed probation, rate increases to include \$0.60 in lieu of benefits

SCHEDULE: Part time hours- to be discussed

DETAILS: Unionized position

NOTE: Being part of our pool of chamber music coaches does not guarantee that the successful applicants will be chosen for each session as other factors such as group availability, number of groups, instrumentation and student preferences are taken into account when assigning coaches to each group

Please send a detailed resume with cover letter by August 28, 2019 to:

Victoria Medeiros, Managing Director, Music & Arts School
University Settlement
23 Grange Road, Toronto M5T 1C3
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