

## **JOB ANNOUNCEMENT - INTONATION MUSIC CO-INSTRUCTOR**

Job Title: Co-Instructor  
Supervised by: Program Director  
Supervises: n/a  
Classification: Part-time, between 4-16 hours a week (average Instructor works 8 hours).  
Hourly, Non-exempt  
Date: August 2019

### **ORGANIZATION SUMMARY:**

Intonation Kids explore their limitless potential by learning to play instruments and forming their own Rock bands. Offered in partnership with schools, park districts, and community organizations, our year-round classes make music accessible to children by providing them with instruments, instruction, mentorship, and the chance to perform on stages across the city. Each Intonation student takes part in a personal and team approach to practice, setting goals and problem solving; and over time, they gain the confidence to take charge of their direction and seek out new experiences.

### **ABOUT Intonation's CLASSES:**

Our classes take place at schools and park districts throughout the week (except Sunday) at varying times. A typical class has 12 students, a lead instructor and a co-instructor with most school-year classes meeting twice-weekly for an hour. Other classes vary in duration and frequency. Some classes meet as little as one hour per week, with other classes meeting up to four hours per week. Most of our instructors start by teaching one class/site, with hours increasing with experience. Our unique curriculum is tailored by age and skill level for students 3rd - 12th grade with varying musical abilities. Some have taken lessons before while many have never even picked up an instrument.

### **POSITION SUMMARY:**

Commitment, flexibility, reliability, patience, professionalism, and enthusiasm are essential for success in the Intonation classroom. Instructors will guide students in all aspects of forming and working in a band: playing instruments, learning songs, setting up, tuning, songwriting, playing as a group, listening to one another, communicating effectively, supporting each other, stage presence and, of course, LIVE performance. In addition to teaching musical skills, Instructors will be expected to mentor students in social-emotional skills including teamwork, agency and leadership, community engagement and youth voice, nonviolent conflict resolution and goal setting. Instructors will mediate the occasional dispute and effectively manage a classroom.

### **SPECIFIC RESPONSIBILITIES:**

#### **Instruction (approximately 80% of the position)**

- Develop positive relationships with student musicians and act as a professional mentor
- Manage the classroom and create/maintain a safe, positive learning environment addressing challenges as they arise in real-time
- Plan and deliver engaging lessons aligned with Intonation curriculum and guidelines; including guitar, bass, keyboard, drum set, voice, rhythm, digital instruments and ensemble playing while preparing students for performance. Plan and prepare for music research and recording projects

- Plan and deliver social-emotional learning lessons, aligned with Intonation curriculum and guidelines, to promote teamwork, agency and leadership, community engagement and youth voice, nonviolent conflict resolution and goal setting
- Assess student skills and abilities and adapt instructional strategies accordingly.

**Logistics, Operations, Administration (approximately 20% of the position)**

- Properly handle and manage all classroom materials and instruments. Set up for each class
- Clean up instruments, pick up the room, discard trash after each class
- Communicate effectively and professionally, and work cooperatively with all Intonation staff, students, parents, Site Coordinator and Site Contact
- Actively participate in program evaluation, training, and professional development activities
- Respond to Intonation communications within one business day.

**Other**

- Participate in annual gala and live performances
- Protect the organization by keeping information confidential
- Update job knowledge by participating in educational opportunities when appropriate
- Follow Instructors Code of Conduct
- Perform other duties as assigned.

**EXPECTATIONS:**

- Commit to teach with Intonation for at least one school year
- Commit to continual improvement and growth as an instructor.

**QUALIFICATIONS:**

- Musical teaching experience with youth
- Proficiency on two or more of the following instruments: Electric Guitar, Electric Bass, Drum Set, Electric Keyboard, Vocals, Electronic instruments or Digital or Audio Workstations
- Trained (or willingness to receive training within the first school year) in culturally competent youth development
- Experience, passion, for working with diverse communities, especially Black and Latinx youth
- Experience with Youth Development or Mentorship a strong plus
- Strong communication skills (verbal, written, oral) and classroom management ability
- Ability to make confident independent decisions
- Flexible, Organized, Reliable, Enthusiastic, Patient, Self-Starter
- Strong interpersonal skills and experience working with a variety of personalities
- Web literate and proficient use of Gmail, Google Drive, Google Docs and Social Media.

**WORK ENVIRONMENT:**

- This position operates in various environments: an office, school buildings, park district field house. Space might not be fully accessible
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to operate office equipment. The employee must frequently lift and/or move objects up to 50 pounds
- This is a part-time position. Evening and weekend work are regularly required as the schedule is determined by the class and performing schedule
- All applicants must undergo a background check and fingerprinting prior to teaching
- Programming is in various neighborhoods in Chicago, so access to a car is helpful

- Workplace is a smoke- and drug-free environment
- Equal Employment Opportunity: It has been and will continue to be the policy of Intonation to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely upon valid job- related factors.  
Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Intonation staff. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**COMPENSATION:** \$20.00-\$29.00 an hour depending on years of experience for Co-Instructors

**TO APPLY:**

- Submit cover letter and resume to: [careers@intonationmusic.org](mailto:careers@intonationmusic.org). Please write your name (Last, First) in the subject line of your e-mail. Position begins as soon as possible. **NO PHONE CALLS PLEASE.**

*While employed in this position, the employee may be required to perform other assignments not listed in this job description. The employee is an employee at will, meaning that either party may terminate the employment relationship at any time by written notice to the other. Nothing in this job description is to be deemed to create a contract of employment for a specific period.*

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*Accepted, Signature*

*Print name*

*Date*