



INTONATION

Job Title: Apprentice Instructor
Supervised by: Program Managers, Education Specialist
Supervises: n/a
Classification: 15 hours per week,
Hourly, Non-exempt; grant funded for 8 weeks, summer 2022
Date: May 2022

ORGANIZATION SUMMARY:

Intonation works with young people in Chicago to experience making music on their own terms, leading to personal growth and the enrichment of their communities.

Offered in partnership with schools, park districts, and community organizations, our year-round classes make music accessible to youth 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.

Apprentice Instructors will work alongside Intonation's talented and professional administrative and instructor team. They will develop many important workforce skills including professional communication, lesson planning, public speaking, leadership, time management, and general organization. Artistically, the Apprentice Instructor will develop their musical skills by working with our staff of professional musicians and deepen their knowledge by sharing it with others.

ABOUT INTONATION'S CLASSES:

Intonation offers in-person and remote music learning programs. Our in-person programs 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.

Our remote-learning programs take place via teleconference and are focused primarily on digital music production using Soundtrap, a digital music-making platform. We also utilize pre-recorded videos and live instrumentation in select remote learning offerings. All equipment needed for live and remote learning is provided to students.

POSITION SUMMARY:

An Apprentice Instructor and will perform both administrative and artistic roles. The Apprentice Instructor will assist their designated teaching team in planning and executing music lessons including small group instrumental instruction (guitar, bass, drum set, keyboard, and vocals) and reflecting on teaching practices in order to continually improve during summer camp programming. The Apprentice Instructor will learn how to troubleshoot classroom challenges and to communicate professionally with Intonation staff, parents, students, and community members. Apprentice Instructors will assist their



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designated teaching team with completing reports to monitor student progress and participation including attendance and student surveys. Apprentice Instructors will also assist with execution of culminating performances and projects of summer students.

REPORTING RELATIONSHIPS:

The Apprentice Instructor will report to the Program Leadership team—consisting of Intonation’s two Program Managers and the Education Specialist. Day to day, the Apprentice Instructor will be mentored by their designated teaching team and their Program Manager. The Education Specialist/Program Managers set goals with each Apprentice Instructor, and will check in on progress towards goals throughout the summer. All of Intonation’s instructors are working musicians who are provided on-going professional development in pedagogy, Social Emotional Learning (SEL) and classroom practices.

SPECIFIC RESPONSIBILITIES:

Instruction (approximately 60% of the position)

- Develop positive relationships with instructors, student musicians and act in a professional manner
- Observe student skills, abilities, have a keen ear to what is driving student participation and offer suggestions to instructors
- Eager to engage in a mentor/mentee relationship with lead instructors with the intention of continual growth
- Willingness to share insights from your experience as a student in Intonation programs
- Support Instructors with classroom management and create/maintain a safe, positive learning environment addressing challenges as they arise in real-time
- Support designated teaching team in delivering engaging lessons, and when appropriate, help facilitate instruction in alignment with your musical skills and interest. Intonation curriculum and guidelines will be provided
- Participate in SEL professional development sessions and observe instructors implementing such practices

Class Planning and Reporting: (approximately 25% of the position)

- Apprentice Instructors will participate in a daily check in with their designated teaching team and will be invited to attend weekly team meetings
- Assist the designated teaching team with administering surveys i.e. setting up Chomebooks, loading GoogleForms, relaying student questions to the teaching team
- Assist with execution of culminating performances and projects

Logistics, Operations, Administration (approximately 10% of the position)

- Report Equipment needs to Equipment Manager
- Assist designated teaching team in setting up for each class; which could include properly handling and managing all classroom materials and instruments
- Leave every classroom ready for the next class. Clean instruments, pick up the room, discard trash after each class



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- Communicate effectively and professionally, and work cooperatively with all Intonation staff, students, parents, and Site Contacts
- Actively participate in program evaluation, training, and professional development activities as informed by the Program Managers, or Education Specialist
- Respond to Intonation communications within one business day

Other (approximately 5% of the position)

- Other duties as assigned by supervisor
- Zoom tech hosting support and troubleshooting during any virtual camp sessions

QUALIFICATIONS:

- **Current or former Intonation student, age 16+**
- Demonstrate effective communication best suited to your communication abilities (i.e. verbal, written, oral)
- 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:

- Intonation is currently utilizing a hybrid in-person/remote work model. Most Intonation programs are in-person and we are taking all necessary precautions due to COVID-19. This position will require in-person work at our sites, with the flexibility to shift to virtual learning, should the need arise
- **Intonation has a Mandatory COVID-19 Vaccination Policy. All Intonation employees must submit proof of vaccination status OR request either a Medical or Religious Exemption and submit to weekly testing, if approved**
- Travel to various environments is required: an office, school buildings, park district field house. Space might not be fully accessible
- Applicants must undergo background checks, fingerprinting, mandated reporter training, and other related tasks as necessitated by compliance with program partners and funders
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners
- 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 25 pounds and occasionally lift and/or move objects up to 50 pounds
- 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,



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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:

- \$15/hr
- 15 hours per week
- Hourly, Non-exempt; grant funded for 8 weeks, summer 2022

TO APPLY:

- Please complete and submit the [linked application](#) by **Friday, May 20th**.
 - You will have the option to upload a cover letter and resume to the application. This is not required, but recommended. Please reach out to beth@intonationmusic.org if you need support in completing a resume or a cover letter.
- Women, BIPOC, Bronzeville residents and individuals with disabilities are strongly encouraged to apply.
- Incomplete applications will not be accepted. Positions begin in mid-June. NO PHONE CALLS PLEASE.