

Private Instructor – IMC Lesson Studio

June 2023

Position Summary

Instrumental Music Center (IMC) is hiring private lesson instructors for a newly created service that seeks to build and expand on our previous, reputable program. The Private Instructor will primarily be engaged to teach one-on-one lessons for students enrolled in this service. They will also be responsible for retail and administrative duties relating to quality and comprehensive customer care, as well as event appearances and performances as requested and deemed appropriate for the role.

This part-time position requires initial availability of 5-20hrs/week, with the flexibility to schedule students as they enroll in the service. The Private Instructor will work closely with our Lessons & Outreach Director to fill their scheduled availability, communicate with staff and customers, set teaching goals, and define metrics for success as an IMC employee. The potential for extended availability leading to full-time employment is based on successful scheduling, retention, student demand, availability of space, and a demonstrated aptitude for the core job as well as its additional responsibilities.

IMC provides the space, 6 fully stocked lesson studios with a full service retail store and repair shop on site. IMC also manages advertising, recruitment, scheduling, and billing for this service. Some aspects of scheduling (makeups, re-scheduling, etc.) and communication will be a shared endeavor with the Private Instructor.

Essential Duties

- Prepare and execute high quality music lessons relevant to your instrument(s) of speciality
- Utilize flexible teaching concepts that adhere to a standard methodology/curriculum with room to meet the unique needs and goals of individual students
- Set standards for student achievement and facilitate growth with regular assessments and participation in performing opportunities
- Perform in student and/or faculty showcases as requested and appropriate
- Support IMC's efforts for student retention and overall customer satisfaction
- Document and communicate student/parent concerns, questions, or requests and seek to resolve these issues effectively and properly
- Document student attendance and communicate upcoming scheduling concerns early and often
- Perform basic retail tasks and functions as they relate to your students/families

- Attend meetings and training sessions as scheduled and/or requested
- Present at staff training sessions and educational events as requested

Ideal Qualifications

- Bachelor's degree in music or commensurate teaching/performing experience
- Experience teaching all ages and a variety of genres/styles
- Verbal and written communication skills in English with the ability to read and comprehend written/graphic and oral instructions
- Ability to interact and communicate effectively with staff, students, and parents/guardians
- Ability to work independently and in close quarters with minimal supervision
- Proclivity toward professional interactions and presenting a positive, welcoming attitude
- Valid AZ driver's license (this position may require the operation of IMC vehicles for offsite events)
- Must pass state and national background checks
- Must submit or procure an AZDPS fingerprint clearance card (IVP) within 90 days of employment

Preferred Qualifications

- Multi-instrument speciality to teach/sub in a variety of lesson types
- Flexibility in home setup to teach virtually if requested/necessary
- Demonstrated commitment to ongoing education and professional development
- Membership in local, state, national, or international professional education and/or music associations a plus
- Reliable mode of personal transportation for offsite events
- Bilingual (Spanish) verbal and written communication skills a plus
- Demonstrated commitment to the health and safety of others in the workplace and a willingness to adopt recommended precautions as requested/necessary

Compensation

Pay: \$25-\$45/hr DOE (base pay + commission)

Hours: 5-20/wk, Mon-Sun

Fulltime Benefits: PTO, healthcare assistance, employee discounts, PD opportunities

Location: 7063 E Speedway Blvd., Tucson AZ 85715

Instrumental Music Center was founded in 1999 with the core purpose of serving our community's band and orchestra programs through supporting the students and teachers in their musical journeys. We pride ourselves on having a dedicated team of

knowledgeable staff members who create a fun, friendly, and positive work environment.