

(The Rev'd) David O. Browder, Rector | Dr. William Mott, Interim Head of School

Orchestra Director

Reports to Head of Middle School and Performance Arts Department Head Part Time Role

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate and dependable part-time Orchestra Director to join our team. Responsibilities will include but are not limited to, overseeing the Musical leadership and day-to-day operations of the orchestra program at Saint Thomas' Episcopal. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

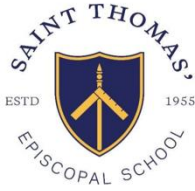
ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Direct string performers, including beginning classes, all large orchestra performance ensembles, soloists, and small ensembles.
- Prepare lessons that reflect accommodations for individual student differences.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect an understanding of the learning styles and needs of students assigned.
- Organize and plan performances and other events.
- Supports and actively encourages student involvement in the music program.
- Maintain a current inventory of all fixed assets within the department.
- Maintain professional relationships with colleagues, students, parents, and community members.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.

Education / Certification: Bachelor's degree required

Experience Required: Minimum of 2 years related work experience

Required Knowledge: Knowledge of the overall operation of an instrumental music program. Proficiency in MS Office, Google Docs



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Classification: Exempt

Skills / Abilities:

- Strong customer service skills and willingness to assist others
- Able to communicate complex information clearly
- Ability to communicate with and motivate children
- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills & attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.