

POSITION DESCRIPTION

Job Title:	Music Teacher	Date:	April 2025
Department:	Creative Arts	Last update:	March 2025
Reports To:	Chair, Creative Arts		
Status:	X Exempt FT	Non-Exempt X PT	Classification: 10 Months, 75% FTE Salary Range: \$40,000-\$50,000

POSITION SUMMARY:

The Music Teacher is responsible for delivering a high-quality music education program and supporting the school's musical and creative arts initiatives. This role requires a dynamic and engaging educator who can inspire students, manage multiple ensembles, and contribute to the overall success of the Creative Arts Department. Enthusiasm for being a production team member for after school arts productions, and for developing courses within one's range of expertise is highly preferred.

This is a benefits-eligible part-time position with some schedule flexibility based on class instruction, rehearsals, and performances. The weekly time commitment will vary, with heavier hours required during musical production rehearsals (Spring semester) and concert preparation (December and May). That weekly schedule will be developed in collaboration with the Department Chair and Theatre Director.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

About the Creative Arts Department

The Creative Arts Department empowers students to develop courage, compassion, and scholarship through the arts. In classes, clubs, and extracurricular activities, students explore visual arts, theatre, public speaking, music, danced, and film. They develop technical skills, explore creative ideas, and express themselves while strengthening critical thinking, resilience, and collaboration. Whether in the studio, on stage, behind the camera, or in front of an audience, students develop the confidence and creativity to shape their own lives and the world around them. The skills developed through the arts prepare students, for success not only in creative fields but in any path they choose to pursue.

PRINCIPAL RESPONSIBILITIES:

Teaching Responsibilities:

- Instruct the following music courses: (subject to course requests and sectioning)
 - ~Madrigals (Full Year)
 - ~Glee Choir (Single Semester)
 - ~Introduction to Digital Audio (Single Semester)
 - ~Instrumental Ensemble (Single Semester)

- Coach and train singers, particularly teenage girls, for both group and solo performances
- Utilize technology such as GarageBand and other music editing software for the Digital Audio Class
- Maintain academic records (grades, attendance, curriculum documentation) in an appropriate and timely manner in accordance with school policies

Concert & Event Direction:

- Serve as the Director for two major music concerts annually, involving all students in music classes and clubs
- Select musical repertoire that includes both liturgical and non-liturgical pieces
- Manage all school-related music performances, including
 - ~All-school Masses (approximately once per month)
 - ~Admissions events (Open House, Performing Arts Night)
 - ~Special invited performances
 - ~Additional school/celebratory Masses (occasional weekends), including:
 - Alumnae Memorial Mass
 - Upton Street Reunion Mass
 - Mother-Daughter Communion Breakfast and Mass
 - Commencement Liturgy

After-School Productions:

- Serve as the Music Director for all after-school productions, including school musicals
 - ~Collaborate with the director, technical director, and choreographer as an integral member of the production team from pre-production and casting to strike, ensuring seamless integration of music into performances
 - ~Teach all cast members their vocal parts and assist in musical preparation.
 - ~Select and secure pit musicians, and collaborate with director/producer and technical director on the pit musician schedule
 - ~Conduct the pit orchestra during performances
 - ~Create any needed rehearsal tracks, or help cast and production team members access and navigate any purchased rehearsal tracks or reference recordings
- **Rehearsal Commitment:**
 - ~Availability for rehearsals 3 to 4 times per week (3:00 – 6:30 p.m.) during the semester of the musical
 - ~Availability every weekday evening for the two weeks leading up to the show
 - ~Occasional weekend rehearsals as scheduled with the Theatre Director
 - ~Show weekend rehearsals and performances required (typical show schedule is Friday 7:00 p.m., Saturday 7:00 p.m. and Sunday 2 pm.)

Club Moderation:

- Oversee and support student clubs and music organizations, including:
 - ~Tri-M Music Honor Society
 - ~Guitar Club
 - ~Instrumental Club
 - ~A Cappella Club

Music Program Administration:

- ~Maintain and organize the school's music library
- ~Manage music classroom supplies, equipment, and instruments (digital keyboards), percussion, choral risers, sound shells, music stands and microphone stands)

Creative Arts Department & School Community Responsibilities:

- ~Attend required department, production, and faculty meetings
- ~ Assist with box-office and house management duties for all Creative Arts events (where not otherwise engaged with Music Direction responsibilities)
- ~Support and attend all Creative Arts Department events as needed
- ~Participate collaboratively with Creative Arts faculty in ongoing curriculum review and new course development
- ~Serve as an integral part of the casting and rehearsal process for the school musical and after-school productions
- ~Enhance interdisciplinary opportunities through openness to collaborate with faculty/staff outside of the Creative Arts Department

Qualifications & Skills:

- Bachelor's degree in Music, Music Education, or a related field (Master's Preferred)
- Experience conducting both vocal and instrumental ensembles
- Ability to serve as piano accompanist for soloists and ensembles when necessary in class and during performances
- Ability to teach and perform on guitar is highly preferred
- Strong organizational and leadership skills to manage performances, clubs, and school-wide musical needs
- Ability to communicate instructions and musical concepts clearly and effectively
- Passion for inspiring young musicians and helping them develop both technical skills and a love for music
- Enthusiasm for developing and expanding course offerings within areas of expertise
- Willingness to attend evening and weekend performances as part of the role's responsibilities
- Commitment to fostering creativity, confidence, and artistic growth in students
- Excellent interpersonal and communication skills, with an emphasis on relationship-building and positive student interactions.