



# Keio Academy of New York

## DEPARTMENT OF MUSIC

### POSITION SEARCH

#### **MUSIC DEPARTMENT: WOODWIND COORDINATOR**

KEIO ACADEMY OF NEW YORK DEPARTMENT OF MUSIC

#### **ABOUT KEIO**

Keio Academy of New York is a private, co-educational, independent secondary school which is accredited by the New York State Board of Regents and registered by the New York State Education Department. Keio Academy of New York is also authorized by the Ministry of Education, Culture, Sports, Science, and Technology in Japan as an overseas educational institution. It is the only overseas operation affiliated with Keio University.

#### **ABOUT THE POSITION**

Keio Academy is building a new, formal music department in the classical idiom. Our impressive hall includes private lesson rooms, larger ensemble rooms, and a beautiful concert hall. The department seeks an experienced, dynamic, and highly organized professional musician to serve as the woodwind coordinator for this department. This is appx. 12-15hr/week part-time employment. The position works under and in coordination with the Director of Music.

#### **Responsibilities include:**

- Serve as the lead woodwind teacher, coordinating a team of adjunct private instructors and managing attendance and progress reports for woodwind students.
- Engage with students in a positive and supportive manner both within and without the classroom to encourage improvement and success.
- Teach private lessons on woodwind instruments
- Evaluate and distribute students into level-appropriate group ensembles
- Find and/or arrange music for these ensembles to perform
- Rehearse with ensembles and teach private lessons on assigned school days and during the Saturday arts program. (The Saturday program is approximately 20 Saturday mornings between Sept-June)
- Serve as support staff for concerts and dress rehearsals as scheduled by the Director.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in music performance or education from an accredited institution
- An established history as a performer on a woodwind instrument
- At least 3 years teaching experience in a school or private setting

**PREFERRED QUALIFICATIONS**

- Bachelor's or Master's degree in Music Performance (woodwind) or Music Education
- 5 or more years teaching experience in a public or private school
- 5 or more years of private teaching experience
- Team and/or program management experience
- Significant performing experience at the professional level
- Preference given to candidates with program-building experience
- Preference given to candidates with experience with music notation software (e.g. Finale, Sibelius, MuseScore) and arranging ability to service smaller, ad-hoc ensembles.

**SALARY**

Commensurate with experience and finalized work hours

**HOW TO APPLY**

To apply, please submit the following to [mstedek@keio.edu](mailto:mstedek@keio.edu) by April 15, 2020 to receive full consideration:

- Cover letter addressing the candidate's experience as both a performer and educator and how the skills and experience of the candidate would contribute to the building of a new music program.
- Resume/CV
- List of recent performances (played and/or conducted)
- Video or Audio of a recent performance (may be linked to YouTube, Vimeo, etc)
- Letter of recommendation from a reputable colleague in the field of music from within the past two years.

**Number of Vacancies: 1**

**Start Date: August 15, 2020**

**Position open until filled: YES**



# Keio Academy of New York

## DEPARTMENT OF MUSIC

### POSITION SEARCH

#### **MUSIC DEPARTMENT: STRINGS COORDINATOR**

KEIO ACADEMY OF NEW YORK DEPARTMENT OF MUSIC

#### **ABOUT KEIO**

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#### **ABOUT THE POSITION**

Keio Academy is building a new, formal music department in the classical idiom. Our impressive hall includes private lesson rooms, larger ensemble rooms, and a beautiful concert hall. The department seeks an experienced, dynamic, and highly organized professional musician to serve as the strings coordinator for this department. This is appx. 12-15hr/week part-time employment. The position works under and in coordination with the Director of Music.

#### **Responsibilities include:**

- Serve as the lead strings teacher, coordinating a team of adjunct private instructors and managing attendance and progress reports for string students.
- Engage with students in a positive and supportive manner both within and without the classroom to encourage improvement and success.
- Teach private lessons on string instruments
- Evaluate and distribute students into level-appropriate group ensembles
- Find and/or arrange music for these ensembles to perform
- Rehearse with ensembles and teach private lessons on assigned school days and during the Saturday arts program. (The Saturday program is approximately 20 Saturday mornings between Sept-June)
- Serve as support staff for concerts and dress rehearsals as scheduled by the Director.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in music performance or education from an accredited institution
- An established history as a performer on a string instrument
- At least 3 years teaching experience in a school or private setting

**PREFERRED QUALIFICATIONS**

- Bachelor's or Master's degree in Music Performance (strings) or Music Education
- 5 or more years teaching experience in a public or private school
- 5 or more years of private teaching experience
- Team and/or program management experience
- Significant performing experience at the professional level
- Preference given to candidates with program-building experience
- Preference given to candidates with experience with music notation software (e.g. Finale, Sibelius, MuseScore) and arranging ability to service smaller, ad-hoc ensembles.

**SALARY**

Commensurate with experience and finalized work hours

**HOW TO APPLY**

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- Cover letter addressing the candidate's experience as both a performer and educator and how the skills and experience of the candidate would contribute to the building of a new music program.
- Resume/CV
- List of recent performances (played and/or conducted)
- Video or Audio of a recent performance (may be linked to YouTube, Vimeo, etc)
- Letter of recommendation from a reputable colleague in the field of music from within the past two years.

**Number of Vacancies: 1**

**Start Date: August 15, 2020**

**Position open until filled: YES**



# Keio Academy of New York

## DEPARTMENT OF MUSIC

### POSITION SEARCH

#### **MUSIC DEPARTMENT: BRASS AND PERCUSSION COORDINATOR**

KEIO ACADEMY OF NEW YORK DEPARTMENT OF MUSIC

#### **ABOUT KEIO**

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#### **ABOUT THE POSITION**

Keio Academy is building a new, formal music department in the classical idiom. Our impressive hall includes private lesson rooms, larger ensemble rooms, and a beautiful concert hall. The department seeks an experienced, dynamic, and highly organized professional musician to serve as the brass and percussion coordinator for this department. This is appx. 12-15hr/week part-time employment. The position works under and in coordination with the Director of Music.

#### **Responsibilities include:**

- Serve as the lead brass and percussion teacher, coordinating a team of adjunct private instructors and managing attendance and progress reports for brass and percussion students.
- Engage with students in a positive and supportive manner both within and without the classroom to encourage improvement and success.
- Teach private lessons on brass and percussion instruments
- Evaluate and distribute students into level-appropriate group ensembles
- Find and/or arrange music for these ensembles to perform
- Rehearse with ensembles and teach private lessons on assigned school days and during the Saturday arts program. (The Saturday program is approximately 20 Saturday mornings between Sept-June)
- Serve as support staff for concerts and dress rehearsals as scheduled by the Director.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in music performance or education from an accredited institution
- An established history as a performer on a brass and percussion instrument
- At least 3 years teaching experience in a school or private setting

**PREFERRED QUALIFICATIONS**

- Bachelor's or Master's degree in Music Performance (brass) or Music Education
- 5 or more years teaching experience in a public or private school
- 5 or more years of private teaching experience
- Team and/or program management experience
- Significant performing experience at the professional level
- Preference given to candidates with program-building experience
- Preference given to candidates with experience with music notation software (e.g. Finale, Sibelius, MuseScore) and arranging ability to service smaller, ad-hoc ensembles.

**SALARY**

Commensurate with experience and finalized work hours

**HOW TO APPLY**

To apply, please submit the following to [mstedek@keio.edu](mailto:mstedek@keio.edu) by April 15, 2020 to receive full consideration:

- Cover letter addressing the candidate's experience as both a performer and educator and how the skills and experience of the candidate would contribute to the building of a new music program.
- Resume/CV
- List of recent performances (played and/or conducted)
- Video or Audio of a recent performance (may be linked to YouTube, Vimeo, etc)
- Letter of recommendation from a reputable colleague in the field of music from within the past two years.

**Number of Vacancies: 1**

**Start Date: August 15, 2020**

**Position open until filled: YES**