



Hello Vocal Music Teachers!

Thank you for your interest in joining the Harmony Project organization! We can't wait to meet you! Please be sure to review the full job description and to complete the application using the link listed below. The following documents will be asked to be submitted upon the completion of your application.

- Current Resume/Curriculum Vitae** (please include your contact information, your teaching experience, your experience in the arts, your level of education and any additional instruments/specialized areas of music that you are comfortable teaching)
- Teaching Philosophy** (please tell us about your teaching methodology and describe the importance of music education in our schools)
- Three Professional References** (please include both a current email address and phone number for each reference, along with your relationship to the individual)

If you are selected to interview, this will take place via zoom and a link will be sent to you by email with three dates/times to choose from. After our interview, you may be asked to come to one of our vocal music sites to teach a 15-20 minute teaching demo. The age of the ensemble that you will be working with and the name of the school site will be given to you prior to your visit.

**PLEASE NOTE:** If you are hired for a vocal music teaching position, you will need to have a background check completed, you will need to submit a negative TB test result (must be done within the last two years), and will need to submit additional HP onboarding documents. Please be advised that certain school sites may require proof of COVID 19 vaccinations.

There will be a summer meeting before the 2024/2025 school year begins, which all vocal music faculty will be required to attend.

We look forward to speaking with you!  
Sara Logsdon, M.A.  
Director of Vocal Music, Harmony Project LA  
[saralogsdon@harmony-project.org](mailto:saralogsdon@harmony-project.org)

**HP Vocal Music Program Application Link:**

[https://docs.google.com/forms/d/1qWn8lQW41VbC\\_SS8RZn0FSau7chT-ZuJ\\_Y\\_8LYiVVBY/edit](https://docs.google.com/forms/d/1qWn8lQW41VbC_SS8RZn0FSau7chT-ZuJ_Y_8LYiVVBY/edit)

## Lead Vocal Music Teacher Job Description

### Job Summary

**Job Title:** Lead Vocal Music Teacher

**Department:** Vocal Music

**Purpose:** Plan for, conduct and develop a choral music ensemble at a Harmony Project program site.

**Locations:** North Valley

**Reports To:** Director of Vocal Music

**Hours:** Dependent upon program site

**Start Date:** July 15th, 2024

### Potential Job Offerings:

- Beginning Choir
- Concert Choir
- A Cappella Choir
- Vocal Performance Class

## Lead Vocal Music Teacher Job Description cont.

### Main Duties and Responsibilities

1. Strive to create programming that is **culturally responsive, community based** and **anti-racist**, aligning with Harmony Project's **mission**.
2. Teaching
  - a. Planning
    - i. Prepare weekly lesson plans and communicate rehearsal schedules and rehearsal notes to the Director of Vocal Music and Teaching Artists.
    - ii. Determine repertoire based on student abilities, program themes, and teacher input
    - iii. Incorporate repertoire that celebrates diversity and exhibits cultural relevance and exploration. (i.e. BIPOC and Female Composers, Non-Classical genres, etc.)
    - iv. Work with faculty and administrative staff in designing and planning artistic and academic goals for each ensemble.
  - b. Prepare and lead rehearsals.
  - c. Create a seating audition plan in collaboration with Teaching Artists and the Director of Vocal Music, including audition material and clear expectations for each ensemble.
  - d. Assist in maintaining strong relationships with program partners to keep our program relative to the community and involved in multiple community events.
  - e. Prepare ensemble(s) for multiple concerts each year.
  - f. Attend TA meetings throughout the year.
3. Social Emotional Learning
  - a. Act as a musical mentor and positive adult role model.
  - b. Communicate information to each student and his/her/their family concerning:
    - i. scheduling and cancellations
    - ii. performances
    - iii. appropriate student conduct
    - iv. absences (in person and via phone, text, and email)
4. Professional Responsibilities
  - a. Communicate and assist Harmony Project administrators in tracking students' attendance and progress with calls or texts.
  - b. Support healthy partnerships by maintaining and respecting each school site by setting up and cleaning up rooms before and after use.
  - c. Form effective instructional partnerships with fellow teaching artists via planning and co-teaching.
  - d. Execute additional administrative tasks as necessary.

## Lead Vocal Music Teacher Job Description cont.

	<b>Essential Required qualities</b>	<b>Desirable Preferred qualities</b>	<b>Method of Assessment</b>
<b>Personality</b>	<ul style="list-style-type: none"> <li>• A love for working with youth ages 4-18</li> <li>• Enthusiasm for community-based social change work</li> <li>• Passion to develop a nationally-recognized program</li> <li>• Capacity to be flexible and maintain a sense of humor</li> <li>• Ability to work with diverse communities</li> </ul>		<i>Interview, resume, and, references</i>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in specific music discipline or arts education</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in specific music discipline or arts education</li> <li>• Certification in Suzuki, Orff, or other pedagogy</li> <li>• Teaching credential</li> </ul>	<i>Degrees</i>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience with beginning and intermediate students</li> <li>• Proven conductor with experience working with youth choirs at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with both group and private lessons</li> </ul>	<i>Application form and references</i>
<b>Music Performance</b>	<ul style="list-style-type: none"> <li>• Demonstrated track record as a performing artist</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to connect your students with opportunities in the larger Los Angeles musical community</li> </ul>	<i>Interview, application form, and references</i>
<b>Musical Knowledge</b>	<ul style="list-style-type: none"> <li>• Fluent knowledge of performance practice and music theory</li> <li>• Ability to arrange music and simplify vocal music parts.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to incorporate advanced musical concepts into vocal music classrooms</li> </ul>	<i>Interview, application form, references, and classroom demo</i>
<b>Pedagogy</b>	<ul style="list-style-type: none"> <li>• Excellent classroom management skills</li> <li>• Engaging presence</li> <li>• Seasoned conductor</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive knowledge of classroom, student, and curriculum resources</li> <li>• Ability to position students as owners and creators</li> </ul>	<i>Interview, application form, references, and classroom demo</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to conduct a choral music ensemble</li> </ul>	<ul style="list-style-type: none"> <li>• Spanish proficiency</li> </ul>	<i>Interview, application form, references, and classroom demo</i>