

TITLE: *Early Childhood Instructor & Coordinator*
REPORTS TO: *Director of Education*
STATUS: *Non-Exempt, 4-12 hours/week*
REQUIRED DAYS: *Wednesday and Saturday*

ABOUT BLOOMINGDALE SCHOOL OF MUSIC

Bloomingdale School of Music's (BSM) mission is to provide access to high-quality music education for all its students, regardless of background. Roughly 800 students of all ages participate in group classes, private lessons, and performances each week. Bloomingdale maintains an unwavering commitment to providing support for individuals from underserved communities, not only to prepare talented students for more advanced musical study, but also to open doors to the musically curious who may otherwise be financially prohibited from taking up an instrument. More information may be found at the school's website www.bsmny.org.

ABOUT THE POSITION

Bloomingdale School of Music is seeking candidates for the position of Early Childhood (EC) Instructor & Coordinator. The ideal candidate has a strong dedication to teaching, and has taught students from birth to age five introduction to music, music and movement, and/or family music classes. The ideal candidate should be organized, have some managerial and customer service experience and be comfortable working with a team of diverse individuals. The successful candidate should be energetic, organized, have excellent communication skills, and have a good sense of humor. The ability to work effectively with students, parents, staff, and other faculty members is a must.

CORE RESPONSIBILITIES

- Teaching
 - Prepare for classes prior to teaching day
 - Teach Bloomingdale's young students (ages birth through age 5) at a beginner level in a group class setting - leading families in music and movement activities, sing alongs and other age appropriate activities
 - Teach at a local school partnership in a classroom setting- providing musical experiences for students in both English and Spanish language songs as well as movement exercises relative to musical concepts
 - Manage the classroom dynamics - keeping students calm and organized, transitioning between activities quickly and effectively and developing musical concept knowledge week to week
 - Work with the Director of Education to outline 17-week curriculums for group classes
 - Availability to teach a minimum of four hours a week and maintain a consistent schedule that enables them to be present throughout the year for community concerts and events

- Coordinator
 - Serve as a coordinator for the Early Childhood department: schedule and lead faculty meetings at least once a semester, create clear lines of communication between faculty and families, serve as a liaison between the Registration Team and the Early Childhood teachers as necessary.
 - Work with the Director of Education and Early Childhood faculty to develop programming including class offerings, parent training, family interactive concerts, etc.
 - Develop relationships with students and their families to build ongoing communication and work with them to guide their families to the next phase of classes or lessons as they age out of the Early Childhood Department

- Support the Education Manager to develop partnerships with nearby organizations and Early Childhood facilities
 - Work closely with the Education Team and External Relations team to develop a marketing and recruitment plan for the local community
 - Produce Early Childhood concerts, open houses and/or other Early Childhood focused events during the year
 - Assist in hiring process for Early Childhood faculty - post job descriptions, set up interviews, set up students for mock lessons/classes
 - Participate in orientation sessions and mid-year meetings for new faculty members
 - Be a spokesperson for Bloomingdale on the impact and benefits of early childhood music education.
- Communication
 - Correspond with Bloomingdale Programming and Registration teams regularly via email, phone and in person
 - Send regular updates to students' families with progress notes, at-home activity recommendations and any other important information necessary to foster a positive learning environment
 - Submit personal class attendance in a timely manner using Bloomingdale's ASAP Attendance System
 - Track work hours in ADP
 - Work alongside the Education and Marketing teams to build out recruitment strategies and relationships with local daycares, nursery schools, and other local partnerships
 - Work with Registration Team to respond to requests regarding trial classes and student inquiries in a timely fashion
 - Work with the Marketing team to assure the correct information is on the website for classes, ensembles and other programs you are involved in
 - Ambassador
 - Engage in community events and performances on-site and off-site as available
 - Recruit new students when possible to Bloomingdale - both for your classes as well as other classes within the Early childhood Department
 - Encourage outside students to engage with Bloomingdale's free events, sign up for ancillary classes such as ensembles and theory, and participate in special programming
 - Support Bloomingdale students to serve as ambassadors for the school through outside performance opportunities, in house fundraising events and through attending concerts regularly

SKILLS and QUALIFICATIONS

- Advanced Study in Music and/or Music Education and/or Early Childhood Education, or equivalent life and work experience
- Experience teaching early childhood classes
- Evidence of methodological innovation and creative teaching strategies is highly desirable.
- Excellent administrative skills - highly organized, ability to multitask, and knowledge of most Office products - word, excel, Google Docs.
- Self-starter who can both follow instructions and think through solutions/problem solve.
- Good communication skills - timely responder, can keep administration informed of changes in the moment and stays in touch with students and their families
- Adaptable - this position will need someone who is eager to learn and adjust to the needs at hand, which could change from week to week, sometimes day to day.
- A positive and optimistic sensibility, with the ability to relate to and get along with a very diverse group of people.

- Hiring preference will be given to a candidate who demonstrates an understanding of our mission and who is enthusiastic about working closely with students of all levels.

SALARY

- Pay is competitive with other New York City community music schools and is based on past teaching experience and education.
- Benefits include paid faculty concerts, professional development opportunities, tax-exempt Metrocards, and access to rehearsal space.

Application and Hiring Process

- Interested applicants should submit their application by visiting: [Bloomingdale Faculty Application](#)
 - Cover Letter: Please respond to the following prompt: How do you approach creating a supportive learning environment that supports the needs of students from varying backgrounds (academic, socio-economic and cultural)?
 - Resume: Please include a complete resume, not a CV
- Cover letters and resumes are reviewed as they come in until a strong candidate is found.
- Only those being considered will be contacted by email/phone for an initial interview.
- Second round candidates will be invited for an in-person panel interview and asked to submit a video of a sample class or lead activity demonstration in their interview.
- **Applications will be accepted until a position has been filled.**

Bloomingdale School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.