



Enriching Lives through Music

Pre-Orchestra Strings Specialist: Teaching Artist Job Description

Job Title: Pre-Orchestra Strings Specialist

Reports to: Artistic & Education Director or Executive Director

FLSA: Non-Exempt

Hours: Part time, Tuesday-Thursday, from late August through early June

Wage: \$70 - \$76/hour depends on experience (teaching and classroom prep time); \$28/hour for faculty meetings, training and administrative work, professional development workshops.

Benefits: Commuter benefit (distance and bridge toll considerations) for qualified employees, optional participation in CalSavers Roth IRA, accrued sick leave, floating holidays and per pay period bonus, for qualified employees, to be used at employee's discretion.

Organization Overview

Enriching Lives through Music (ELM) is a nonprofit organization that provides immersive, tuition-free music education and academic support to primarily first-generation Latino youth from the Canal neighborhood of San Rafael, CA. Inspired by the El Sistema model, ELM believes in the power of music to create social change and transform lives. Through ensemble-based learning, performance opportunities and mentorship, ELM helps students develop the confidence, discipline, and creativity needed to thrive in school and life. We are family focused and embedded in the community that we serve.

It is an exciting time at ELM as we celebrate a decade of service to the San Rafael community. We have grown from 15 to 170 students, with plans to reach 250 students within five years. We strive to engage the entire community through partnerships, community events, and performances in the Bay Area and beyond. ELM has recently acquired a building which will undergo renovations to become our home for music, culture and community.

Position Summary

Teaching Artists (TAs) are responsible for teaching ELM students and ensuring the highest quality of ensemble experiences for our students through classes and ensembles. TAs contribute to curriculum development and pedagogy in collaboration with other ELM music faculty. TAs uphold ELM's philosophy to support each child holistically and help facilitate community and family engagement.

Qualifications

TA will have either a Bachelor or Advanced Degree in Music or the Fine Arts and specialize in violin or viola. TA will have experience teaching individual and ensemble music to young children and a strong commitment to offering high quality music education in a context that prioritizes the social and emotional context of the children and their families.



Essential Duties & Responsibilities

Teaching Artist - Pre-Orchestra String Specialist

Teaching & Performances

- Lead violin classes for beginner students, ages 8 - 10* with assistance from 1-2 Teaching Artists. Place special emphasis on fundamentals to set up students for long-term success and overall playing health/longevity.
 - Classes must begin on time and should not end in excess of 5 minutes early for back-to-back classes and 10 minutes early for end-of-day classes (to reset/clean) without prior coordination with Music Program Administrator and A&E Director
- Lead weekly meetings for beginner-level String Teaching Artists
 - Maintain alignment with curriculum developed by A&E Director
 - Create reports and communicate needs to A&E Director as requested
- Participate in all formal ELM concerts (minimum of 2) and dress rehearsals per year. Participate or attend other concerts/recitals as requested.
- Collaborate with ELM Ensemble Conductors when appropriate.
 - Plan classes and rehearsals to reach performance goals set by ELM leadership and communicate any timeline challenges as they arise.

**Some students may be offered the opportunity to join Pre-Orchestra who are older than 10 years of age.*

Lesson & Program Development

- Develop lesson plans for your assigned classes/rehearsals. Daily agendas should be on the whiteboard and lesson plans should be provided to the A&E Director, upon request. Plans throughout each week should include elements from these areas of education:
 - Music theory and ear training
 - Instrument-specific technique
 - exercises, etudes, scales, supplementary music
 - practice skills development
 - Self analysis and age-appropriate peer teaching
 - Musicianship and performance practice
 - Active listening and participation
 - Repertoire-specific challenges as noted by Ensemble Conductors or A&E Director
- Under the direction of the ELM Artistic & Education Director, Collaborate with ELM faculty, creating a shared curriculum, pedagogy and culture inspired by the ideals of El Sistema and support students holistically.
- Work with Ensemble Directors to request or write arrangements as needed.



Meetings & Professional Development

- Participate in regular, weekly, “section” meetings (strings) and occasional All-TA professional development meetings and orientations as scheduled.
 - There may be additional meetings for the Pre-Orchestra team. These meetings may be scheduled in-person or virtually, at the discretion of the Artistic & Education Director.
- Maintain open communication with the Artistic & Education Director throughout the year regarding your teaching practice and artistic ideas.
- Participate in scheduled check-ins 2-3 times annually with the Artistic & Education Director and Executive Director
- Be present for any parent/teacher meetings necessary to resolve behavior issues.
- Communicate with Music Program Administrator regarding any inventory needs/repair

Communication

- Read and acknowledge receipt of e-mail in a timely manner. 1-3 days, within reason.
- Communicate absences and substitute needs to the Music Program Administrator and A&E Director, per ELM policy
- Communicate student absence concerns to the Student Coordinator and Music Program Administrator, as appropriate
- Other duties as assigned

Qualifications

- Demonstrated excellent musicianship and artistry as a teacher/performer
- Adherence to ELM’s commitment to the social and emotional well-being of our students
- Four-year undergraduate degree or equivalent experience; post-graduate degree or equivalent experience a plus
- Experience teaching group string classes to youth/children (general knowledge of beginner cello technique is preferred)
- Strong knowledge of beginner string player repertoire, curriculum, pedagogy
- Experience working with children from diverse ethnic and economic backgrounds
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Interest in and ability to be a motivational mentor/role model for students, parents, interns and peers as an artist, citizen and teacher
- Ability to work under frequent observation; collaborate with peers and both give and receive constructive feedback when needed
- Bilingual English/Spanish (preferred)



Work Environment

Our Team, Culture, Compensation and Benefits We are a mission-driven team grounded in mutual respect, flexibility, and shared pride in the work we do. Staff describe our culture as collaborative, warm, and energized by a deep belief in addressing equity in a holistic way to expand what's possible for our students and community. Our approach is rooted in our commitment to excellence and addressing the needs of the whole child and whole family.

Encouraging Applicants of All Backgrounds

Enriching Lives Through Music is an equal opportunity employer committed to building a diverse, inclusive, and equitable team. We welcome applicants of all backgrounds and identities. If you're excited about this role but don't meet every qualification, we encourage you to apply.

Application Process:

Please submit a cover letter and resume to music.careers@elmprogram.org with the subject line: PO Strings Specialist – [Your Full Name]. This job will be open on a rolling basis until filled. No phone calls or walk-ins please.

ELM is committed to employment policies and procedures ensuring all qualified persons are accorded the equal opportunity for employment, promotion, and training. ELM is committed to an accessible and inclusive hiring process. Applicants who need a reasonable accommodation during the application or interview process may contact music.careers@elmprogram.org