



## POSITION ANNOUNCEMENT

### **FACULTY, GENERAL MUSIC SPECIALIST**

The Wisconsin Conservatory of Music seeks qualified applicants for the full-time position of Faculty, General Music Specialist.

#### POSITION CONCEPT

This position is responsible for teaching early childhood classes, K-8 general music and other instruction in the faculty member's specialty area, possibly including private and group lessons as assigned and other classes in the faculty member's area of expertise. The Faculty General Music Specialist reports to the Vice President of Education. This individual must show exceptional maturity and leadership and an ability to effectively communicate and follow the mission of the Conservatory and the policies of the President and Board of Directors.

#### DUTIES AND RESPONSIBILITIES

The duties of this position include, but are not limited to:

- Teach classes and lessons in area of specialization generally not to exceed 28 hours per week. Faculty is generally expected to teach a minimum of 20 hours during regular Conservatory instructional periods and should have permission from the Vice President of Education to exceed 28 hours per week.
- Teach early childhood/general music group classes and lessons as assigned.
- Lead ensembles in area of expertise as assigned.
- Teach in Conservatory Connections programs as assigned.
- Coordinate ensembles as assigned.
- Work with departments at the Conservatory, including Education, Administration and Marketing/Development, to assist with projects as requested. Faculty member is generally expected to maintain an administrative work schedule of 10 hours per week.
- Develop and manage an aggressive growth plan for the general music program, including collaboration with the Marketing department for any necessary promotional materials.
- Collaborate with Development and Education staff to ensure that all grant reporting information is collected, maintained, and communicated in a timely manner.
- Other duties as assigned.

## EDUCATION

Master's degree in music required; master's degree in music education with specialization in early childhood music preferred.

## RELATED EXPERIENCE

The successful candidate will have: significant teaching experience with a specialty area in general music; strong oral and written communication skills; experience working in cooperation with children, families, music educators, community agency personnel and administrators; experience coordinating programs; experience with recruiting and building programs; ability to multi-task successfully; experience working with the Microsoft Office Suite; excellent organizational skills; an ability to maintain the highest professional ethics at all times.

## SALARY

Salary is commensurate with experience. This may be a part-time position or a full-time position with a competitive benefits package.

## APPLICATION

Please send a cover letter, resume/CV and the names of three (3) relevant references, **electronic submissions preferred**, to:

Gregory Ruffer, President and CEO  
Wisconsin Conservatory of Music  
1584 N. Prospect Avenue, Milwaukee, WI 53202  
gruffer@wcmusic.org

References will not be contacted without permission of the applicant.

Application deadline: ONGOING UNTIL POSITION IS FILLED.  
NO PHONE CALLS.

The Wisconsin Conservatory of Music is an Equal Opportunity Employer. The Conservatory prohibits discrimination based upon an individual's age, ancestry, citizenship, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other characteristics protected by applicable federal, state or local law.