

**Soulsville Foundation  
Stax Music Academy**

**JOB DESCRIPTION**

TITLE: Vocal Instructor  
SUPERVISOR: Lead Music Instructor Director  
FLSA STATUS: Non-Exempt  
DATE: November 2020

**SUMMARY:** The successful candidate will teach in the Vocal Department and support the Lead Vocal Instructor in direction and driving results from the students. They will teach no less than two of the Vocal Ensembles including Music Theory. The Vocal Instructor will assist with selecting appropriate repertoire for student development and social relevance. Additionally, the Vocal Instructor will assist with planning weekly rehearsals and arranging charts for all ensembles as needed. The Vocal Instructor will support the Lead Vocal Director in fulfilling all responsibilities associated with teaching, conduct all assigned class meetings, administer narrative and numerical evaluations for each class, and fulfill other academic duties such as attending special department events, as assigned by the Lead Music Instructor.

**VOCAL INSTRUCTOR ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide music instruction and curriculum oversight for the following:

- Junior Academy Vocalist (Primary)
- Music Theory
- Submit weekly reports of lesson plans, learning outcomes, and repertoire per ensemble
- Oversee classroom timeliness and management for assigned ensembles
- Teach private and group lessons as needed
- Assist with all ensembles as needed
- Provide reasonable administrative support for all SMA programs
- Assist other staff members, as needed, for special events
- Act as an appropriate role model to all students and staff

**NON-ESSENTIAL JOB FUNCTIONS**

Perform other reasonable duties as assigned by other Soulsville management.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

Bachelor's Degree in Music Education or Musical Theater; in lieu of degree, 4 years experience

in music and dance education; or a combination of education and experience equivalent to 4 years.

#### SKILLS AND ABILITIES

- Desire and ability to work with multicultural youth, as well as a demonstrated commitment to the mission, traditions, and expectations of an urban learning environment
- Ability to work flexible hours, including some weekends and holidays
- Demonstrated strong written and verbal communication skills, including excellent customer service skills
- Ability to handle and prioritize multiple complex tasks within a deadline
- Excellent attention to detail and strong follow-through skills for completing projects and accomplishing goals
- A strong sense of protocol, tact, and diplomacy and ability to work well with a variety of people and personalities
- Enthusiastic self-motivation, the ability to motivate others, and little need for direct supervision
- Demonstrated ability to function as a “team player,” and a willingness to take and utilize constructive feedback
- Excellent PC skills; experience with Windows, Word, and Excel; aptitude and willingness to learn new software programs through hands-on use and self-study
- Must possess a valid driver’s license and show proof of liability insurance coverage as required by the laws of the State of Tennessee.