

Title:

ECMS Chamber Music and Ensembles Coordinator

Supervised by:

Associate Dean of the Eastman Community Music School

Program Description:

Eastman Community Music School is a comprehensive music school that provides private lessons, academic classes and ensembles to students of all ages and abilities. Performing in chamber groups and ensembles is a crucial component for musical development and students from all departments are strongly encouraged to participate in ensembles. Chamber music is integral to ECMS mission and continuous success and strengthening this program is in our strategic interest.

General Purpose:

To grow and develop chamber music program and small ensembles within and across all departments at the Eastman Community Music School.

Specific Duties:

- Annually plan and execute the master schedule for Chamber Music and Ensembles, including rehearsals, performances and ensemble placements, and special events.
- Oversee and communicate with all constituencies (Department Chairs, ECMS office staff, Faculty, Parents and students).
- Establish, schedule, provide marketing suggestions, and oversee audition/placement process.
- Prepare and submit programs related to Chamber Music and Ensemble performances.
- Actively contribute to Department Chairs meeting
- Plan and organize outreach chamber music activities.
- To seek new partnerships with institutions in greater Rochester area.
- To keep a current list of chamber music festivals and competitions.

Qualifications:

- Graduate degree and/or professional record of educational and musical experience.
- Significant understanding of chamber music.
- Demonstrated commitment and experience coaching chamber music.
- Leadership experience in managing educational programs.
- Possess excellent verbal and written communication skills.
- Passion and experience working with students of all ages.
- Have an engaging personality and the ability to interact effectively with people from all areas of the community, including students, staff, faculty, neighbors, program partners, donors, and media.
- Proficiency with current technology including email communication, Microsoft Office, and social media a plus

Application process:

Applicants should submit a detailed cover letter, curriculum vitae, and contact information for three references to pkodzas@esm.rochester.edu. Review of candidates begins March 15, 2018, and the search remains open until the position is filled.

Salary:

Commensurate with the experience.

Workload:

part-time, equivalent to 4 administrative hours per week over the course of the 34 week academic year.

The Eastman School of Music/University of Rochester seeks to create a community that is rich with cultural, social, and intellectual diversity. We are an Affirmative Action/Equal Opportunity Employer and actively encourage applications from individuals in groups underrepresented in higher education and community music education.