

Job Description

Job Title: Choir Assistant	Job Code: CA17	Last Rev Date: 9/9/17
Reports to: Program Coordinator/ Choir Director		Job Family: Unpaid Internship
Level/Grade: Unpaid Internship		Hours: Fridays 4:30 -7:30pm and/or Saturdays 11:00 am – 1:30 pm. Additional hours may be required for special events. Spring internship begins January 16 and ends May 12. No classes March 13-17.
Job Purpose: The purpose of the Choir Assistant is to advance the high quality of Rosie’s House music education by ensuring that choir faculty and students have access to the resources necessary for student learning and growth.		
About the Organization: Rosie’s House is a tuition-free music academy for children ages 5 to 18. Our mission is to give the underserved youth of greater Phoenix the gift of music education by providing instruments and free instruction. Through music we encourage discipline, offer hope, and help students reach their full potential. At Rosie’s House we offer group and private lessons in strings, piano, brass, woodwinds, choir and Mariachi ensemble with performance opportunities for all.		
Primary Duties and Responsibilities: <ul style="list-style-type: none">Assist with logistics of Friday and Saturday choir rehearsals, including classroom set-up, shut-down, student check in/out, preparing and distributing materials.Communicate respectfully with students and familiesProvide discipline and structure to studentsRespond to the needs of Choir Director and studentsAssist students during rehearsals as neededAssist with communication through social media and campus newslettersAccompany choir on piano as needed (preferred but not required)		
Knowledge and Skill: <ul style="list-style-type: none">Ability to manage multiple demands and deadlinesAbility to work independently and take initiativeGood intercommunication skillsStrong organizational skills and attention to detailExperience working with children in an educational setting		
Education & Certification Requirements: <ul style="list-style-type: none">High school diploma and working toward an undergraduate or graduate degree in elementary education, music education, or music performance. Spanish speaking abilities preferred.		
Learning Opportunities: <ul style="list-style-type: none">Choir Assistant will be able to observe a highly-qualified, experienced choir instructor rehearsing intermediate-level girls and boys choirs. Training will include a mandatory orientation with Program Coordinator and Choir Director.Choir Assistant will gain valuable insight into how to run a performance-based children’s choral program while assisting students during rehearsal.		
How to Apply: Send resume and cover letter to program@rosieshouse.org with subject line: "Choir internship". All questions may be directed to the same email address. Applications accepted until Dec. 27th, 2017.		
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills.		