

Job Opportunity

Title: Flute Instructor

Department: Program

Supervises others: No

Reports to: Program and Community Engagement Director

Position Type: Non-Exempt

Hourly Rate: \$53/hour

Hours: 2.25 hours weekly

Location: 919 E. Jefferson St., Phoenix, AZ

Remote Eligibility: No

Telework Eligibility: No

POSITION SUMMARY

Rosie's House, one of the nation's largest free music education non-profits, seeks a Flute Instructor. Flute private lessons are available to students in grades 5 – 12. Lessons are 45-minutes and take place once per week (see schedule below).

PRIMARY FUNCTIONS AND RESPONSIBILITIES

Teaching Responsibilities:

- Teach flute for students in grades 5 - 12.
- Create lesson plans and supplement materials as needed
- Evaluate and report on the progress of students
- Communicate about the progress of students with students and their parents
- Prepare students for recitals and organize recital programs
- Attend faculty meetings and special school events

Skills, Traits, and Qualifications:

- Thorough knowledge of flute performance and pedagogy (specifically youth)
- Experience teaching and evaluating students in grades K-12 consistently over 3+ years, with proven results in their learning and musical development
- Ability to identify and meet students' diverse learning needs
- Commitment to respectful, compassionate, and proactive communication with students, families, colleagues, and staff
- Passion for transforming lives through high-quality music education

WEEKLY SCHEDULE

- Thursday 4:30pm – 7:15pm
 - Changes to the schedule are dependent on availability for the students
- Start date is August 10th
- Additional hours might be required for training, special projects, and events

SCHOOL YEAR CALENDAR (32 LESSON WEEKS)

- **Fall Semester (2024), August 19th – December 16th**
 - Thanksgiving Break, November 25th – 30th
 - Winter Break, December 17th – January 5th
- **Spring Semester (2025), January 6th – May 10th**
 - Dr. Martin Luther King Jr. Holiday, January 20th
 - Spring Break, March 10th – 15th

EXPERIENCE AND EDUCATION

Required

- Bachelor's degree and 3 years teaching experience or 7 years teaching experience
 - At least 1 year in a community music school setting or equivalent setting
- Ability to receive/maintain a fingerprint clearance card

Preferred

- Master's degree or Doctoral degree
- Arizona Teaching Certification

BENEFITS

- **Sick Time:** Part-Time Employees accrue sick time
- **Retirement:** Rosie's House offers a 401k plan (optional enrollment)

HOW TO APPLY

Please submit your cover letter, resume, Employment Application, and Safety Application to employment@rosieshouse.org using **Flute Instructor and your name** in the subject. The Employment Application can be found on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process, and Criminal Background Check for all staff before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

MORE ABOUT US

At Rosie's House our work culture is supportive, collaborative, transparent and mission-focused. Rosie's House employs eleven staff and 23 part-time highly trained music educators, and has an annual operating budget of approximately \$2,100,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 650 youth, grades PREK-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, the Rosie's House Free Afterschool Academy is one of the largest 100% free music programs nationwide. Through music, we support youth as they develop their full creative and personal potential.

For more information visit www.rosieshouse.org