

Crooked Tree Arts Center Orchestra Conductor Assistant Director

The Crooked Tree Arts Center established The Gerber Music Education Program in the fall of 2000 to teach elementary school children to play string instruments in schools. Now has more than 400 students participate each year in this tuition-free activity. Each week CTAC staff and contract teachers visit schools in Antrim, Charlevoix, Cheboygan and Emmet counties. These music educators teach third and fourth grade students to play the violin, viola, cello and bass in an ensemble setting in their own schools.

The advanced young musicians join the Crooked Tree Youth Orchestra. The Youth Orchestra is comprised of a Concert Orchestra, Chamber Orchestra and Symphony Orchestra and meets weekly in Petoskey. The Concert Orchestra also meets weekly in Boyne City, Boyne Falls, Charlevoix, East Jordan, Alanson, Harbor Springs and Petoskey to rehearse.

Job Description:

The Orchestra Conductor Assistant Director is an itinerant strings position consisting of teaching in multiple schools as a part of the Crooked Tree Arts Center's Dorothy Gerber Strings Program. Additional duties include instruction and conducting the Crooked Tree Youth Orchestras which consist of Concert, Chamber, and Symphony Orchestras.

The Orchestra Conductor Assistant Director is immediately responsible to the Orchestra Director and works under his/her supervision. The Orchestra Conductor Assistant Director will also work with the Executive Director and other staff members to implement and assist with the music programs as outlined below.

Tasks:

- Teaching and administration of the beginning and intermediate strings classes in the local and regional schools during the day and after school. Typical beginning strings instruction grade level is 3rd -5th.
- Assisting in the conducting of the Youth Orchestras along with the Orchestra Director.
- Performing in both of the two primary concerts each year and also in smaller concerts in various venues.
- Assisting with the implementation and administration of the educational programs of the Crooked Tree Arts Center relative to the Dorothy Gerber Strings Program, and the Youth Orchestras of the Crooked Tree Arts Center. This will include the registration of students in the all classes, the youth orchestras, and workshops of CTAC, including data entry and student notification in conjunction with the staff and director including invoices for tuition, etc.
- Coordination of public relations materials including press releases and concert programs.
- Assists in concerts related to the CTAC concert series.
- Assists the Orchestra Director with the responsibilities to inventory all materials and equipment, as well as the organization of the music library.
- Participates in the working committees of the CTAC Board as assigned
- Represents the Arts Center to the business community consistent with the policies of the Board and the expectations of the Executive Director.
- Works directly with the Executive Director, Music Director, and appropriate staff in the preparation of proposals for the purpose of grant reporting for the strings programs of CTAC.

Conditions:

Crooked Tree Arts Center will provide the Orchestra Conductor Assistant Director with equipment necessary for the proper conduct of the affairs of the Arts Center, as well as access to all appropriate professional and educational resources directed at continuing professional education and development, as approved by the Executive Director.

Salary and benefits are based on years of experience and accreditation and will be negotiated as part of the contract process. Health care is provided and a 403 (b) program is offered.

Standards:

The Orchestra Conductor Assistant Director is expected to perform his/her duties at a level of skill and professionalism that will produce excellent results bringing value and credit to the Crooked Tree Arts Center and the Dorothy Gerber Programs for Children and Music.

Knowledge, Skills, and Abilities Required:

- Knowledge of current advancements in education relative to music education, as those advancements relate to the goals of the Arts Center;
- Knowledge of the practices that contribute to excellence in the program with knowledge of the current technologies and equipment for music education.
- Skills in the practices that contribute to excellence on the string instruments and conducting skills relevant to a professional conducting position.
- Skills necessary to communicate effectively both in writing and public speaking.
- Skills in motivating and directing the efforts of students and parents.
- Ability to represent the Crooked Tree Arts Center publicly in an appropriate and effective manner
- Ability to manage data with the software systems of the Arts Center and those systems related to the management of the classes and workshops under his/her supervision.

Minimum Qualifications:

- BA degree in music with a MA preferred with a concentration in Education or performance, and equivalent experience in the field.
- Certification in Music Education with a concentration on string pedagogy preferred.

Applications due August 22, 2014

Forward resume, cover letter, letters of support and references to:

liz@crookedtree.org

Elizabeth Ahrens
Executive Director
Crooked Tree Arts Center
461 E. Mitchell
Petoskey, MI 49770
231-347-4337
liz@crookedtree.org

www.crookedtree.org

