

**Charlevoix Circle of Arts  
Dorothy Gerber Strings Program  
Immediate Opportunity for: Music Educator Strings Specialist**

The Charlevoix Circle of Arts/Dorothy Gerber Strings Program (DGSP) is seeking a Music Educator to provide string instruction for violin, viola, cello and double bass. This is a salaried, full-time position reporting to the Executive Director of the Charlevoix Circle of Arts (ED). Applicants need to assist the ED in developing a vibrant program in conjunction with Charlevoix Emmet County School system and surrounding communities. The mission of the DGSP is to empower and encourage students to achieve the highest artistic and intellectual standards of which they are capable.

**Educational Responsibilities**

1. Teach beginning and intermediate strings in Charlevoix Emmet County
2. Develop a teaching schedule in conjunction with participating school systems and communities
3. Conduct DGSP introduction to the program and string advocacy seminars
4. Recruit and maintain students for the DGSP
5. Work with and supervise staff members in the implementation of the DGSP
6. Develop and execute a Summer Strings Program

**Administrative Responsibilities**

1. Assist the ED in developing and maintaining budgets for DGSP
2. Implement annual calendar including rehearsals, concerts and special events
3. Maintain the music library with DGSP staff and volunteers
4. Work with implementing the registration system, scholarship program and musical instrument rental needs with the Administrative Assistant
5. Communicate with DGSP students regarding performance related information
6. Speak publicly when called upon to do so as an advocate for the DGSP and provide leadership in the arts community as relates to DGSP for youth
7. Manage instrumentation and equipment needs

**Special Skills Requirements**

1. Maintain knowledge of industry best practices and standards for string education
2. Maintain effective communication with DGSP student, parents, staff and community
3. Demonstrate a willingness to be a flexible and committed team-member with the DGSP staff and the Charlevoix Circle of Arts staff and volunteers
4. Demonstrate outstanding interpersonal and communication (oral and written) skills
5. Maintain current understanding of CCA computer programs.

**Education/Experience Requirements**

Bachelor of Music in Music Education, Strings Major and/or Suzuki Strings Association (SSA) Certification minimum with at least two years' experience. Master's degree in Music Performance, Conducting, or Music Education preferred and strong pedagogical skills on violin, viola, cello and stringed bass.

Accepting applicants until the position is filled. If interested please submit a letter of interest, letters of reference and a resume to: Gail DeMeyere (ED) Email: [gailcvxcircle@gmail.com](mailto:gailcvxcircle@gmail.com)