

Vocal Jazz: Assistant

Job Description

Position Title: Vocal Jazz Assistant

Reports To: Vocal Jazz Director

Position Statement: Responsible for all elements of running a vocal ensemble. Duties/responsibilities are based on the needs of each individual ensemble. Responsibilities may include any and/or all of the following: Repertoire Knowledge, Rehearsal Skills, Vocal Skills, (both individual and group), Sound System Knowledge, Piano Skills, Rhythm Section Directing, Improvisation Skills, Arranging, Learning Part Production, and Notation Software Skills.

Essential Functions:

- Fulfills responsibilities from above as assigned
- Researches and selects season literature
- Works within budget limitations
- Prepares ensemble calendar as needed
- Coordinates and collaborate with fellow staff
- Supervises/manages rehearsals
- Supervises students
- Supervises rehearsal/performance space
- Completes other tasks as needed

Skills: Bachelors of Music Education in Choral Music or commensurate experience. Individual should be a strong leader in music performance, analysis, and style interpretation. Vision to lead and maintain a cutting edge program with artistic vision and direction.

Calendar: Vocal Jazz Season (approximately 36 weeks)

Hours Per Week: Approximately 10 Hours per week

Building: Niles North & Niles West

Performance Evaluation: Performance of this job will be evaluated in accordance with provisions of the District evaluation procedures.

Candidate must apply on-line at www.niles-hs.k12.il.us

Niles Township High Schools District 219 is an equal opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.