



little bird music

Job title	<i>Piano Instructor</i>
Reports to	<i>Alice Cotter, PhD, Founder/Director</i>

Job purpose

[Little Bird Music](#), located in Truckee, seeks a piano instructor who will meet with students weekly (30, 45, or 60 minute sessions), evaluate student needs, implement thoughtful lessons that will help students achieve their goals, provide supportive feedback, and aim to instill in students a lifelong love of music and learning. The instructor will help students prepare for recitals and also teach elements of music theory. Mentorship is a central part of the position, thus the instructor should demonstrate excellent interpersonal skills, kindness, patience, a joyful style, and willingness to always expand his/her/their own teaching skill set.

Duties and responsibilities

Duties and responsibilities may include:

- Assessing student aims and goals, then creating an effective teaching plan.
- Structuring individual lessons based on a balance between student preferences/goals and curriculum consistency.
- Showing up on time for scheduled lessons and recitals.
- Teaching music theory and helping students sharpen their sight reading, technique, performance, and ear training skills.
- Keeping detailed lesson notes for the student via Tonara (the studio-designated app).
- Preparing students for recitals.
- Motivating students, especially when they experience setbacks or slowed progress.
- Prioritizing mentorship and connection alongside music-learning.
- Keeping a positive attitude aimed at joy and growth.
- Providing constructive/supportive feedback and adjusting lessons as required.
- Punctuality and time management skills, especially when sticking to the schedule and transitioning from one student to the next.
- Informing students/parents about appropriate materials and resources to purchase (usually from Amazon).
- Communication with students/parents is sometimes necessary, in which case all correspondence will be via the studio-designated app.
- Maintaining a clean work space and respectfully treating studio instruments, furniture, and equipment.
- Sanitizing the piano keys, bench, and other high-touch surfaces between each student and making sure that specified Covid-19 protocols are followed.

- Must be committed to maintaining the confidentiality of the employer, student/parent, and student progress information.
- Professional appearance and interaction with students.
- Ability to perform job duties under the general supervision of the founder/director.

Qualifications

- B.A., B.M., or minor in Music preferred, though working towards a music degree is okay.
- Ability to pass a background check via LiveScan with Nevada County.
- Valid driver's license and clear driving record.
- Covid-19 vaccination.
- Competency in piano performance, music theory, sight reading, and musicianship skills.
- Previous teaching experience working as a music teacher with children preferred, though not required.
- Ability to exercise patience and kindness at all times.
- Strong motivational skills.
- Ability to identify strengths and weaknesses and communicate feedback in a supportive, positive manner.
- Ability to work safely, effectively, and respectfully with others.
- Creativity and interest in utilizing new teaching strategies and technologies.
- Interest in being involved with additional studio events, projects, and continuing education as needed.
- Excellent written/oral communication and interpersonal skills.

Working conditions

This job requires a person to work with individual students back-to-back for several hours at a time (meals and lunch breaks will be built into the schedule). Lessons typically take place midweek during the after school hours (3-7pm) and sometimes on Sundays. Students do most of the piano-playing, though the instructor will often play/model for the student or play duets as needed. Masks are required at all times when students and teachers are together in the shared studio space. Due to Covid-19, all students are offered a virtual option, in which case the teacher would use a device and video communication account provided by Little Bird Music.

Little Bird Music will provide the student roster, all scheduling and administrative duties, marketing and public relations, studio space with a beautiful piano (Yamaha C3 6-foot grand), internet, teaching materials and supplies, a library of piano literature and sheet music, parking, and a market located conveniently next door.

Direct reports

This position reports to the founder/director who will happily offer guidance, support, and mentorship.

Pay range

Part-time with a starting wage range of \$30-\$40/hour depending on experience. The employment classification is a W2 Employee.

Instructions for Submittal

To apply, please submit to alice@littlebirdtahoe.com the following in PDF format:

- One-page cover letter briefly describing your relevant experience and interests
- Resume

For more information about Little Bird Music, please visit www.littlebirdtahoe.com.
