

# The John G. Shedd Institute for the Arts

The Shedd Institute  
868 High Street  
PO Box 1497, Eugene, OR  
800-248-1615  
www.theshedd.org

## Job Posting: Instructional Faculty

Posted: 2.10.2008 -- open

**POSITION TITLE: INSTRUCTIONAL FACULTY**

**TYPE:** Hourly, part-time

**COMPENSATION:** \$16.25/hour (basic class rate; private & semi-private lesson rates vary)

**REPORTS TO:** Director of Education

**HOURS:** flexible schedule part time; predominately afternoons, evenings, & weekends

The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute, and venue manager that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations.

### **DESCRIPTION:**

The Shedd Institute is a community music institute housed in a 65,000 sq ft former First Baptist Church in downtown Eugene (known as "The Shedd"). The Institute's extensive music education offerings serve all ages, from beginners to advanced learners, in most musical instruments and genres including musical theater and dance. The Institute conducts year-round private and semi-private lessons, classes, vacation camps, special workshops and Elderhostel programs. Instructors and students are encouraged to integrate music lessons with Shedd Institute concerts and guest artists. The Shedd Institute welcomes applications from musicians in all musical areas for future faculty openings.

### **RESPONSIBILITIES:**

- **Instructor:** Teach private and/or group lessons. Participate in vacation camp instruction and as part of occasional special classes as assigned by Director of Operations. Follow Institute Registrar procedures for student scheduling, make ups, attendance tracking, new student enrollment, completion of student transition forms.
- **Faculty member:** : Attend Faculty meetings. Refer in curriculum content or styles as appropriate to upcoming guest artists in Shedd Institute's concert programming. Suggest and help plan possible guest artist workshops. Assist with student recruitment. Develop camp themes and curriculum with other faculty members.

### **QUALIFICATIONS and ATTRIBUTES:**

- Bachelor's degree required.
- Music proficiency.
- Two years teaching experience (privately or school-based).
- Ability to pass FBI criminal background check.
- Ability to work within established guidelines and systems & as a team faculty member.

### **APPLICATION PROCEDURE:**

- 1) Submit (a) resume that emphasizes applicant's musical training, performance and instructional experience with the addresses and phone numbers of at least 3 references familiar with applicant's qualifications, (b) a non-returnable sample tape or CD, and (c) a cover letter indicating applicant's teaching interest areas.
- 2) For more information contact Stephanie Gibson, Operations Manager & Registrar at 434-7016.

### **SUBMIT APPLICATION TO:**

Ginevra Ralph, Director of Education  
The John G. Shedd Institute for the Arts  
PO Box 1497, Eugene OR 97440-1497  
868 High Street, Eugene OR 97401