Position summary
The Mason Gross School of the Arts Extension Division has several positions open for qualified Suzuki and traditional violin instructors at our Douglass Campus, New Brunswick, NJ location. Applicants should have completed training through Suzuki Book 5, a Master of Music (performance or music education) degree, and a minimum of two years teaching experience utilizing Suzuki methodology. A minimum of two days' availability is required; one of those days must be Saturday (3 hours minimum availability). Instruction is offered M-F 4-9 p.m. and Saturdays 8 a.m.-5 p.m.; students at the Extension Division range in age from 3 to adult.

Qualified candidates will be able to teach students using Suzuki methodology for young students and traditional methodology to older students. Instructors adept only in Suzuki method or traditional methods of instruction will be considered.

Position description
• Teach private violin lessons and group classes and sustain student progress.
• Explain and demonstrate violin performance techniques.
• Prepare students for performances, recital, competitions and/or assessments as appropriate
• Prepare and deliver information during lessons and studio classes to students on topics such as effective violin techniques, interpretation of literature, music fundamentals, and music history.
• Prepare course materials such as syllabi, homework assignments, and handouts.
• Initiate, facilitate, and moderate discussions, interaction and feedback with students their families.
• Keep abreast of developments in violin/Suzuki music field by reading current professional journals/websites, and participating in professional forums and training sessions.
• Advise students on academic, curricula, college and career issues.
• Maintain student attendance records, grades and other required records.
• Communicate effectively w/ parents, faculty, administration and colleagues.

Position qualifications
1. Minimum MM degree (completed) in violin performance, music education or violin pedagogy. Suzuki instructors must have completed training for books 1-5.
2. Demonstrated classroom/studio management skills.
3. Demonstrated success with private violin students.
4. Demonstrated patience with students and courtesy to colleagues.
5. Cheerful, positive and easy going personality.
6. Outstanding communication skills (verbal, written).
7. Comfortable with technology – MS Word, MS Excel, Google Docs – comfortable learning to use new IT systems.
8. Minimum of two years professional teaching experience.

Related information
• Part-time, non-tenure track position
• Compensation: competitive with area community schools of the arts
• Location: New Brunswick, NJ
• Principals only. Recruiters, please don’t contact this job poster.
• Please do not contact job poster about other services, products or commercial interests.

Application procedure
Candidates should email a resume, cover letter and names/contact information of three current references to:

Christopher Kenniff  
Director of the Extension Division:  
College Preparatory and Adult Arts Education  
Mason Gross School of the Arts  
Rutgers, The State University of New Jersey, Douglass Campus  
Rehearsal Hall, room 101  
85 George Street  
New Brunswick, NJ 08901  
ckenniff@masongross.rutgers.edu

Application postmark deadline: n/a

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