Mason Gross School of The Arts
Extension Division

VOCAL INSTRUCTOR

Mason Gross School of the Arts Extension Division
Douglass Campus
Rutgers University
New Brunswick, New Jersey

Position summary

The Mason Gross School of the Arts Extension Division has several positions open for qualified male vocal instructors – male and female voices - at our Douglass Campus, New Brunswick, NJ location. Lessons are provided to pre-college and adult students M-F 4-9 p.m. and Saturdays 8 a.m.-5 p.m.; students range in age from 4 to adult. The Extension Division is a Royal Conservatory Music Development Program (RCMDP) Founding School. Instructors should be comfortable utilizing RCMDP and ABRSM (Associated Board of Royal Schools of Music) curricula, understanding that a measure of flexibility must be maintained in order to craft a course of study unique to student needs and interests. The Extension Division operates a thriving Young Artist Program that allows instructors the opportunity to work with and challenge advanced students.

Position description

- Teach private vocal lessons and sustain student progress.
- Explain and demonstrate vocal performance techniques.
- Prepare students for performances, recital, competitions and/or assessments (Associated Board of Royal Schools of Music or Royal Conservatory Music Development Program).
- Prepare and deliver information during lessons and studio classes to students on topics such as effective vocal 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 voice / music field by reading current professional journals/websites, and participating in professional forums and trainings.
- 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 vocal performance, music education or voice pedagogy.
2. Demonstrated classroom/studio management skills.
3. Demonstrated success with private voice 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.

**Hours during which instruction is offered**

M-F 4-9 p.m.; Saturdays 8 a.m.-5 p.m.

**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, Mason Gross Extension Division  
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New Brunswick, New Jersey 08901  
ckenniff@masongross.rutgers.edu