

WALKER|WEST

GROW THROUGH MUSIC

Vocal Instructor Job Description

MISSION

Walker|West Music Academy creates a music learning community rooted in the African American cultural experience, where people of all ages and backgrounds can gather, explore and grow through music.

BACKGROUND

Walker West Music Academy (WWMA) is the premier non-profit community music center in Saint Paul's Summit-University/Rondo neighborhood.

WWMA has provided music education for over 30 years. The Academy provides out-of-school time music education and enrichment activities to students of all ages and backgrounds. Rooted in the African-American cultural experience, Walker West serves and employs a diverse array of stakeholders - reflective of Saint Paul's rich communities. Programs include individual and group instrumental and voice lessons, jazz and string ensembles, workshops, concerts and summer camps.

Founded in 1988, the school started small, with just three instructors providing lessons in a duplex in the St. Paul Rondo neighborhood. Every room rang with sounds of music instruction. As the Academy moved to more prominent spaces, it maintained its presence in the African American neighborhood. By 2022, WWMA had outgrown its 6,000 square foot location and made plans to purchase and build out an existing building located a few blocks away from their current location. The space which will be completed by early 2025 will expand the Academy's available space to nearly 14,000 square feet.

This expansion encapsulates our goal of providing a bigger, better space for students, families, and music faculty. As we look toward the future, Walker West Music Academy will continue to be a uniquely significant community asset to the Rondo neighborhood and the St. Paul community - a true **Cultural Destination**.

This culturally relevant teaching method is designed to maximize the learning experience - to ensure successful outcomes for African American students in particular.

We are committed to intensifying our outreach and recruitment efforts in the African American community. We employ unique culturally relevant methods and techniques designed to maximize the learning experience. This ensures successful outcomes for African American students in particular.

At WWMA, music is taught as language, with a strong emphasis on identifying and transmitting an understanding of tonal organization.

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Our program, *Walker|West Without Walls* acknowledges universal access to music education through local school partnerships. This program, among others, positions the Academy to meet a larger number of individual student needs via course selection, collaborative efforts, and leadership opportunities. This approach intensifies our outreach and recruitment efforts in the African American community.

POSITION OVERVIEW

Position: Vocal Instructor
Location: WWMA - Saint Paul, MN
Type: Part-Time
Closing Date: Open until filled

The Instructor will support Walker West's music learning community through teaching individual lessons. Faculty at Walker West demonstrate lifelong passion and commitment to the arts. They are committed to drive academic success for students by supporting long-term engagement; tracking student progress, and encouraging long-term academic gains.

Primary Roles and Responsibilities

1. **Conduct weekly individual lessons.**
 - a. Develop goal plans with each student.
 - b. Actively engage with students, and their families to support a positive student experience.
 - i. Promote positive mentorship of students
 - ii. Provide feedback to students and families regarding student progress
 - iii. Contribute to energetic and creative work environment
 - c. Prepare students to perform in at least one recital per year.
2. **Work with Program Director and Student Services to actively recruit and retain students.**
 - a. Communicate schedule availability, cancellations and makeups to Student Services
 - b. Be an accessible, visible resource for student enrichment opportunities
3. **Actively attend recitals, performances, faculty meetings, and other WWMA events.**

Schedule

1. Participate in, and be timely to lesson schedules, as coordinated with WWMA Student Services.

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Reports

1. WWMA Program Director

Qualifications (Required)

- Full competency, performance experience and proficiency in the instrument or specific area of instruction - including abilities in related family of instruments or vocal parts.
- Ability to teach in person lessons, as well as online virtual lessons via Zoom, etc.
- Excellent verbal and written communication skills.
- Ability to communicate via email effectively and timely with Student Services regarding scheduling
- Ability to build strong relationships with individuals and families, to build community within a group of stakeholders.
- Cultural responsiveness (the ability to understand, appreciate and interact with different cultures or belief systems) with the capacity to engage with stakeholders of diverse backgrounds. Pass a standard State background check, allowing the Instructor to work with children.
- Excellent and effective organizational skills
- Sufficient computer skills to include Google apps, Microsoft software, calendar programs and other related online tools, applications and software.

Preferred Qualifications (one or more)

- Bachelor's degree or equivalent experience.
- Minimum of one (1) year of experience teaching a diversity of students: Primary, secondary and high school levels, older adults, beginners and advanced level abilities.
- Background/Participation/Experience with arts and/or community organizations, including performing arts

How To Apply:

1. Submit a cover letter and resume in PDF format to libby@walkerwest.org with a subject line "Vocal Instructor Inquiry"
2. Documents not received in PDF will not be prioritized in the review process
3. The position will be open until filled, and only those candidates selected for an interview will be contacted.