

ITASCA  
ORCHESTRA

&

STRINGS  
PROGRAM

The Itasca Orchestra & Strings Program is hiring a Director of String Instruction. The start date is flexible between June 8<sup>th</sup> and August 24<sup>th</sup> 2020. A letter of interest and resume can be sent to [tammy@itascaorchestra.org](mailto:tammy@itascaorchestra.org), or our PO Box 140, Grand Rapids, MN 55744. Our phone number is 218.327.5781.

The position is a full-time, year-round position. Compensation is a salary of \$40,000 + a taxable health care stipend of \$2,000 annually.

**Brief Background on the Itasca Orchestra & Strings Program (IOSP):** The Itasca Orchestra & String Program has been providing opportunities to hear, learn and perform orchestral works for the youth and adults in Itasca County since 1981. The organization consists of two parts, our community orchestra, the Itasca Symphony Orchestra and our Strings Program. Our Strings Program provides lessons in violin, viola, cello and bass. We average about 80 students each year ranging in ages from 5 up to adult. In cooperation with our local schools, we provide weekly lessons in the school during the school day. Each of our four student orchestras rehearse weekly after school. Our office and performance home is the Reif Performing Arts Center. The relationship between the IOSP and the Reif Center provides our students with fantastic learning opportunities: in the past year our students have worked with Stephanie Arado of the Bakken Trio, The New Standards, The OK Factor, and Simply Three. For the 2020/2021 season our will include learning opportunities with the Minnesota Orchestra.

**Our Community:** Grand Rapids is a vibrant and welcoming community and highly supportive of the arts. We have almost 100 annual individual donors, over 30 business donors and sustaining operational funding from the Blandin Foundation as well as Legacy funding and foundation support. Our City of Grand Rapids Arts and Cultural Commission recognizes that the local economy and our City's cultural vitality are intimately linked. First Friday Art Walks hosted by Grand Rapids Arts, performances by community groups like the Grand Rapids Players, Arrowhead Chorale, Grand Rapids Male Chorus, weekly jazz by Sam Miltich and the Clearwater Hot Club, and the touring performers at the Reif Center provide opportunities for great entertainment or performance year round. Grand Rapids is a tourist destination for good reason: lakes for fishing and swimming, trails for cross country skiing, local triathlons and running races, Mt. Itasca with its biathlon training center, the Forest History Center, and the Children's Discovery Museum. If a person wants to live where they play, Grand Rapids is a good place to live.

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**DIRECTOR OF STRING INSTRUCTION**

**Position Description:** This is a year-round, full-time exempt position.

**Function:** Cultivate a strings program that motivates students and inspires a love of music through teaching life-long music skills in a positive and fun environment.

**Core Competencies:**

- Bachelors degree in appropriate field
- Knowledge and experience teaching bowed string instruments
- Demonstrated expertise on a primary string instrument
- Effective application of established teaching methods as approved by the Executive Director
- Expertise conducting ensembles and effective rehearsal skills
- Expertise in core program areas of intonation, rhythm, technique and theory
- Ability to work with and teach individuals of all ages, ability levels, learning styles and a variety of genres of music
- Highly organized, attentive to detail, self-guided and highly motivated with proven leadership abilities
- Ability to work in a collaborative professional environment
- Valid driver's license and ability to drive to all lesson locations
- Frequent lifting (up to 50 pounds). Frequent bending, kneeling, carrying, pushing, pulling and stooping

**Reports to:** Executive Director

**Responsibilities:**

1. Lead IOSP instructors in the continuous improvement and delivery of our program of instruction. The IOSP Curriculum must include standards for a student to progress from one orchestra up to the next level. The curriculum and program of instruction will be approved by the Executive Director.
2. Recruit and retain students to participate in the program. Develop a yearly recruiting calendar where recruiting activities occur throughout the year. Recruiting activities should include ages 7 to adult.
3. Work with area schools and IOSP Instructors to design lesson schedules for all string instructors for approval by the Executive Director.
4. Teach students in private and group instruction according to the approved schedules, and approve any changes in the course of the year with the Executive Director. Teaching hours to include daytime and afternoons year-round.
5. Make up any lessons due to personal illness or absence.
6. Meet with other IOSP Instructors and the Executive Director on a frequent basis to facilitate and coordinate the Strings Program. Perform general faculty responsibilities including registration paperwork, maintenance of student attendance records and other duties as needed.

7. Maintain effective communications between school personnel, parents and staff with an emphasis on understanding goals, needs and concerns.
8. Communicate with parents and students and provide information to keep the Board of Directors and Executive Director informed of Strings Program.
9. Attend clinics of the MMEA Mid-Winter Clinic and MNSOTA Summer Clinic and pursue additional professional development opportunities.
10. Be an active member of the Itasca Symphony Orchestra and community musical events.
11. Assist in the logistics of IOSP events.
12. Annually, and as needed, complete a thorough review of our rental instruments' condition and maintenance needs. Provide a written list of any instrument/bow/case maintenance, repairs and replacements to Executive. Ensure all IOSP instruments are in working order.
13. Update and maintain the Strings Program music library, adding to it as needed to ensure a variety of music for all ages and skill levels.
14. Prepare Students for a minimum of two concerts per year and for smaller community performances as opportunities arise. Cooperate with Executive Director in recruiting and organizing the needed volunteers for the concert.
15. Choose music appropriate for student level in lessons and ensembles.
16. Organize chamber groups among students, staff and community musicians as opportunities for community performances arise.
17. Teach students performance etiquette and ensemble skills, both in behavior and musicality.
18. Maintain a safe and positive environment for students.
19. Obtain advance approval of the Executive Director for all activities and expenditures.

**ADDITIONAL RESPONSIBILITIES:**

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested by the Executive Director to perform job-related tasks other than those specifically presented in this description. This job description is not a contract for employment.**