**Reports To**: Owner/Director

**Area of Responsibility:** Teaching Music Together

**Job Type:** Part-Time (no more than 9 teaching hours a week)

**Basic Function:**

The position has the overall responsibility of teaching the Music Together curriculum to families registered and to help educate families on the importance of early childhood music and movement development.

Must attend and pass a mandatory teacher training through Music Together, LLC (please visit [Music Together Online Teacher Training](https://www.musictogether.com/new-teacher) – password is teachMT!). You will be interned for a 10-week session wherein a mentoring teacher will guide you through the teaching process for a successful transition to teaching on your own.

When needed, represents the organization at public events to enhance relationships in the community and to build awareness in the community of Twinkle Together.

Works collaboratively with all other teachers to achieve enhanced appreciation for and enriched understanding of early childhood music and movement development as a vital means of expanding community engagement.

Interview and audition required

**Primary Duties and Responsibilities**

While we don’t guarantee classes, we do all we can to make sure you are teaching once we feel you are ready, whether that is one class or three classes or team teaching with another teacher to keep your skills fresh and to gain experience teaching.

1. While teaching you must arrive on time and set up the room as needed to ensure the safety of all attending the class
2. Make sure you are prepared to teach with an appropriate lesson plan
3. Make sure you have the appropriate instruments to teach
4. You commit to an academic schedule; 3 - 10-week sessions – Fall, Winter, Spring. Summer is a 6-week session and is highly encouraged, but optional

**Other Duties and Responsibilities**

1. Attend quarterly teacher meetings (except in the summer)
2. Learn each session’s music material and be familiar with activities that go along with said music
3. Attend quarterly professional development workshops (skills and songs workshops before each session)
4. Attend outside activities that Twinkle Together offers to families – Holiday Sing-Along and End of Spring session picnic
5. Attend fairs/festivals representing Twinkle Together
6. Respond to email and text communications with director and teaching staff

**Qualifications:

Education**

High School Diploma required

Bachelor’s degree preferred or significant teaching experience.

Strong musical skills (it’s required that you can sing in tune and can physically keep a beat in the lower and upper part of your body – you won’t pass the teacher training if you can’t do these things; you will be asked to demonstrate this during an interview/audition)

**Experience**

* Musical/theatre/dance experience highly preferred, but not required if you can sing in tune and move your lower body to the beat during a movement experience
* Early childhood experience highly preferred, but not required
* Teaching experience highly preferred, but not required

**Knowledge, Skills & Abilities**

* Must have excellent verbal and observational skills
* Exceptional interpersonal skills, in person and phone, with families and children
* Consistent professionalism at the highest level with great sensitivity
* Flexibility in response to class issues
* Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas, as well as autonomously managing projects
* Knowledge of Twinkle Together and Music Together
* Able to work in a fast-paced environment
* Background in music preferred
* Must be able to accept constructive criticism and adapt accordingly
* Need to be able to use Google documents and sheets

**Equipment to be used**

Must have ability to play each sessions music on a digital device and understand how to operate a CD player or dock or wireless device

**Physical Demands**

Must be able to get up and down and move adequately

**Transportation**

A personal vehicle is necessary or any way to get you to the locations in which you teach

We have classes in multiple locations, and you must be willing to go to all the locations – Wash Park, Congress Park, Park Hill, the Highlands, and Central Park – other areas to be determined

**Availability**

We teach our classes mainly in the mornings 9-12. A couple of our locations offer weekend and afternoon classes.