

**POSITION:** Music Director of the Society for Talent Education (0.5 FTE)

**ABOUT US:**

Founded in 1965, the Society for Talent Education (STE) is a non-profit charitable organization which has been an integral part of the Edmonton Arts community for over 55 years. STE was the first Suzuki program established in Canada, and one of the first in North America. Based on the teaching philosophy of Japanese violinist Shinichi Suzuki, STE believes that every child can develop their full potential through the *Mother-Tongue* method.

Every year, roughly 150 violin, viola, cello, and bass students from the Edmonton area enjoy high quality music training provided by the STE program. STE offers private lessons, group music classes, chamber music, orchestral training, and performance opportunities throughout the year. STE also hosts the biennial Alberta Summer Suzuki Institute which offers various courses for Suzuki students, parents, and teachers of all ages.

**POSITION SUMMARY:**

The Music Director should be a visionary leader who would be responsible for the overall success of STE's music program. The Music Director's responsibilities include overseeing the overall delivery of the music program, collaborating with faculty musicians and administrative team, as well as managing relationships with students, parents, and other faculty members. As the face of the program to the public, the Music Director is also expected to attend all STE concerts and events.

**EXPECTED START DATE:** June 1<sup>st</sup>, 2021 (negotiable)

**DUTIES AND DESCRIPTION:**

- Develop, plan, and supervise the delivery of the STE music program.
- Create annual goals for the program and develop a clear plan towards attaining those goals.
- In consultation with the board, faculty, and administrative team, plan the annual calendar of performances and public events.
- Work with faculty members to identify and develop new improvements in order to enhance the music program.
- Design concert themes, coordinate stage setup and integration of varied instruments, ensembles, soloists and accompanists.
- Organize performance opportunities, workshops, and special events for students.
- Place students into appropriate level group classes, monitor attendance, and improve the quality of group classes.
- Coordinate private and group lessons, periodically monitoring and evaluating to meet student and teacher needs.
- Assess the availability of faculty for new and incoming students in order to appropriately assign faculty to students for individual lessons.
- Recruit, hire, and supervise faculty to meet the needs of the program.
- Create and implement a program of faculty evaluations and professional development opportunities in order to encourage the highest level of teaching.
- Act as the first point of contact for students and families, faculty, and board members, working with them to resolve problems in a timely manner.
- Ensure the ongoing engagement and education of parents in alignment with Suzuki principles and arranging for parent education and volunteering opportunities as required.
- Create monthly newsletter messages to STE's community and collaborate with other arts organizations, music directors, and community groups to increase the visibility of the program.
- Occasionally assist the administrative team in any required duties.
- Attend Board meetings as required.

## QUALIFICATIONS:

- Demonstrated a strong passion for and commitment to the Society for Talent Education's mission.
- 5+ years of training and experience in teaching using the Suzuki method.
- Excellent interpersonal, communication, and organizational skills.
- Strong leadership, time management, and multitasking abilities.
- Demonstrated initiative and problem-solving skills.
- Work week will be varied. Irregular hours with weekend and evening work may be required.

## SALARY AND COMPENSATION:

Salary of this part-time position starts from \$35,000 per annum (18 hours per week) based on experience and proposal (see Qualifications above). Working hours and pay may increase as program or enrolment grows in the future. Teaching duties are compensated additionally in accordance with the teaching contract. Group benefits such as medical and dental are provided.

## TO APPLY:

Send your cover letter, resume, and a one-page proposal outlining strategies to improve a music program to: [board@ste-suzukistrings.org](mailto:board@ste-suzukistrings.org) by **April 18, 2021**.

Society for Talent Education  
5540 106 Ave NW. Edmonton, AB T6A 1G3  
Email: [board@ste-suzukistrings.org](mailto:board@ste-suzukistrings.org)

*Society for Talent Education is committed to the principle of equity and encourages applications from all qualified individuals. We wish to thank all those who applied for their interest in STE. Only those selected for further consideration will be contacted.*

