

## **Notre Dame School of Manhattan**

***Music Teacher/Musical Director***

***Start Date: November 12, 2024***

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### ***School Mission Statement***

Notre Dame School of Manhattan offers a Catholic education for young women in the tradition of Anne de Xainctonge. Inspired by this 16th century pioneer in women's education, Notre Dame promotes academic excellence for girls, an awareness of God in their lives, and engagement in the world around them. At Notre Dame in the 21st century, the school's small, nurturing environment encourages each student to be open to personal and intellectual growth. The rich cultural, racial, and ethnic mosaic of Notre Dame's community and its urban location enhance global awareness. A challenging curriculum prepares talented young women for college and for lives of leadership and service.

### ***School Setting***

Notre Dame School of Manhattan is a small, independent Catholic school for young women, located in the vibrant West Village of Manhattan. The school boasts that it has motivated, engaged students from exceptionally diverse backgrounds. Faculty and staff create and maintain a warm, supportive environment for their students and for one another. The school is affectionately referred to as *Chez Nous* and aims to create a second home for students and staff.

Notre Dame fosters an environment where young women will become spiritually and emotionally mature, using Ignatian discernment as a tool for decision-making. They also participate in prayer experiences, liturgies, service projects, and Ignatian retreats. With this formation, the students grow to become women for and with others.

### ***Music Teacher/ School Musical Director***

Notre Dame School is searching for a reliable, engaging, and passionate music teacher/musical director to join our faculty. The music teacher's responsibilities include preparing lesson plans and assignments. Ninth and tenth-grade students participate in the Choral events at the school as part of their semester assessment. One needs to be able to teach students from different backgrounds, with varying aptitudes and interests. To be successful as a music teacher/musical director, one needs to be culturally sensitive, well-organized, and demonstrate insatiable curiosity.

### *Music Teacher Responsibilities*

- Teaches three sections of Choral Music to 9th graders and one section of Choral Music to 10th graders. Selects diverse choral repertoire and prepares students for concerts.
- Coordinates and directs Choral Music students for the school's annual Christmas Choral Gala and Spring Choir Concert.
- Collaborates with students, teachers, and outside musicians and choreographers for all shows.
- Communicate any student issues to parents, counselors, and other relevant staff members.
- Builds rapport with students so they feel comfortable and safe discussing topics in class.
- Leads the school's liturgy singers and plays the piano for the school liturgies.
- Participates in weekly meetings with the school mentor and bi-monthly department meetings.
- Attends school events and faculty meetings as required.

### *School Musical Director Responsibilities*

- Produces and directs the annual school's Spring musical for school and public performances.
- Selects musical for the production and works alongside Assistant Director
- Designs and conducts recruitment strategies to attract new musical theatre participants.
- Auditions students to select cast and assign parts.
- Creates an organized rehearsal calendar to ensure mastery of all materials.
- Assigns non-performing students to backstage production tasks, such as constructing, painting, moving scenery; managing properties and costuming; operating stage lighting and sound equipment; and operating the stage-weight system.
- See that all royalties and other fees associated with the production are paid.
- Secures and reserves rehearsal and performance facilities with building administration.

- Oversees proper organization and storage of stock theatrical units and school-owned equipment and material on the high school stage and in the auditorium.
- Organizes, plans, and directs the respective musical including being responsible for:
  1. All publicity and programs
  2. Secures ushers
  3. Organizes and manages ticket sales
  4. Develops a rehearsal schedule
  5. Any other duty necessary for the success of production
- Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in theatre activities.

### ***Glee Club Director***

*Glee Club is Notre Dame's top, auditioned vocal ensemble that meets outside of school hours.*

- Holds auditions for the school's Glee Club.
- Chooses challenging and diverse repertoire for the ensemble.
- Rehearses twice a week after school.
- Prepares Glee for the Christmas Choral Gala and Spring Choir Concert.
- Regularly participates in off-campus performances (e.g. ADNY Gala, Don Bosco A Cappella Festival).

### ***Music Teacher/Musical Director Requirements:***

- Experience as a proficient pianist.
- Degree in conservatory music or Choral Conducting. Master's degree is preferable.
- Previous teaching experience would be advantageous.
- Excellent interpersonal, oral, and written communication skills.
- Patience, resilience, and cultural sensitivity.

**Salary Range:** starting at \$55,000-\$77,000 dependent on experience and educational background. Possible additional compensation, dependent on workload.