

**Charlevoix Circle of Arts POSITION VACANCY**  
**Dorothy Gerber Foundation Strings Educator and Assistant Director**

The Charlevoix Circle of Arts in conjunction with the Dorothy Gerber Foundation Strings Program (DGSP) is seeking an Assistant Music Education Director and String Educator to begin summer of 2017. This is a salaried, full-time position, supervised by the DGSP Director but ultimately reporting to the Executive Director (ED). Applicants need to be willing to work with the DGSP Director and ED to develop a vibrant program serving northern MI.

Duties include:

**Educational Responsibilities**

1. Serve as Assistant Music Education Director and strings teacher and conductor for the Dorothy Gerber Strings Program.
2. Work with the DGSP Music Director to provide strings education to the northern Michigan school districts
3. Work as an assistant to the DGSP Director to teach and administer the following programs:  
Classes are generally designated as:  
***Beginning Strings:** entry level students generally 3-5<sup>th</sup> grade*  
***Intermediate Strings:** generally junior high school students*
4. Work with DGSP Director in implementing the DGSP including "introduction of the program" seminars and auditions for ensemble placements.
5. Either co-direct or direct one or more of the ensembles for the Dorothy Gerber Strings Program Ensembles  
***Concert Orchestra:** students who have played a minimum of 2 years*  
***Chamber Orchestra:** a smaller group of advanced students, high school level*  
***Symphony Orchestra:** Chamber Orchestra players combined with local wind, brass and percussion as well as any adults who may be invited.*
6. Assist in the implementing the registration system, scholarship program and musical instrument rental needs of parents
7. Working with the DGSP Director to develop and execute a Summer Strings Program

**Assistant Director/Administrative Responsibilities**

1. Communicate with DGSP members in regard to concert related information
2. Assist the DGSP Director to help plan and direct recruitment efforts
3. Maintain the music library with DGSP Director
4. Speak publicly when called upon to do so as an advocate for the DGSP and provide leadership in the arts community as relates to DGSP for youth.

**Special Skills Required**

1. Maintain knowledge of industry best practices and standards in youth orchestra management
2. Maintain effective communication with DGSP members, parents and DGSP staff
3. Demonstrate outstanding interpersonal and communication (oral and written)
4. Maintain current understanding of and effectively utilization of CCA computer programs. Excel/Word skills and other computer programs necessary for daily communication and work

**Education/Experience Requirements**

Bachelor of Music in Music Education, Strings Major minimum with at least two years' experience leading an orchestra. Master's degree in Music Performance, Conducting, or Music Education preferred, with at least two years' experience leading an orchestra and strong pedagogical skills on all stringed instruments.

Accepting applicants until the position is filled. If interested please submit a letter of interest, letters of reference and a resume to:

Gail DeMeyere / Executive Director  
109 Clinton Street, Charlevoix, MI 49720  
Email: [gailcvxcircle@gmail.com](mailto:gailcvxcircle@gmail.com)