Title: Performing Arts Specialist

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, provide instruction to students enrolled in the College Conservatory of Music (CCM) Preparatory Department in various areas of performing arts, and perform associated administrative tasks (e.g., recital scheduling, student accompanying, student placement, communications with students and faculty, and mentoring, etc.).

Characteristic Duties

- Prepare and deliver private and group instruction to students enrolled in the CCM Preparatory Department in various areas of performing arts.
- Assist students with applying theory and techniques in performance settings.
- Identify student needs and determine placement within the program; observe and evaluate students.
- Organize classes and plan student performances.
- Develop programs and meet with potential students and their parents to promote the programs.
- Observe and assist other teachers in the department.
- Assist in the up-to-date maintenance of student data and documentation; ensure registrations for students.
- Represent the department and program to the community; attend meetings as needed.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year related experience. Degree must be in a related field. Some positions may require at least one (1) year supervision.

Last updated: May 2007