



Charlevoix Circle of Arts: POSITION VACANCY

[Dorothy Gerber Strings Program Assistant Director](#)

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The Charlevoix Circle of Arts (administrator of the Dorothy Gerber Strings Program - DGSP) is seeking an Assistant Director to begin the summer of 2018. This is a salaried, full-time position, supervised by Dr. David Reimer, 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. The prospective candidate would be expected to either be a resident of or re-locate to the Charlevoix/Petoskey/Boyne City area.

The DGSP provides string music education to a region that has not previously been able to offer strings programming. The DGSP has served Northern Michigan communities for more than 15 years. The program includes traditional school strings classes, a Suzuki program, private lessons and a growing Youth Orchestra program. More information about the program may be found at [www.gerberstrings.org](http://www.gerberstrings.org).

#### **Job Description:**

- This position will include traditional classroom strings instruction in multiple schools
- Will act as an assistant to the DGSP Director
- The Assistant Director would be involved in recruitment and introduction seminars
- Would be an active participant in the summer programs
- Responsibilities could include teaching private lesson and Suzuki lessons
- Either co-direct (or direct) ensembles or orchestras for the DGSP
- Work with Director to assist students with musical instrument needs

#### **Education/Experience Preferences:**

- Bachelor of Music Education, with a strings emphasis
- Competence on at least one orchestral string instrument
- Training and experience in string classroom education
- Training in the Suzuki method
- Experience teaching private lessons
- Flexibility to work with a team that serves many different schools yet must coordinate as one program
- Ability and willingness to travel distances to teach, including through inclement weather
- Willingness to undergo a background check and to make a commitment to the safety of all students in the program

Applications will be accepted through April 30, 2018. If interested in applying, please submit a letter of interest, letters of reference and a resume to:

Gail DeMeyere, Executive Director

*Charlevoix Circle of Arts, 109 Clinton Street, Charlevoix MI, 49720*

*Email: [gailcvxcircle@gmail.com](mailto:gailcvxcircle@gmail.com)*