



*Peaslee Neighborhood Center is a peaceful place in Over-The-Rhine where residents create and engage in participatory education to foster creative expression, self-determination, and social change.*

### Piano Program Coordinator & Instructor (part-time)

Peaslee Neighborhood Center seeks an experienced piano teacher to coordinate and teach in our program for students ages 6 and up at our community center in Over-the-Rhine. Peaslee has offered affordable private piano lessons for more than 30 years to students of all ages, with priority for individuals and families with low income.

#### Essential requirements

- Alignment with Peaslee's mission, vision, and values
- Comfort working with people of diverse backgrounds
- Excellent written and oral communication skills
- Strong organizational skills
- Proficiency in Microsoft Office (especially Word, Excel)
- Familiarity with basic office equipment

#### Preferred qualifications

- Bachelor's degree in Piano, Music Education, or a related field
- At least five years of experience teaching private piano lessons, including experience teaching children
- Some experience in community-based arts or education programming

#### Schedule

Lessons are scheduled Tuesdays, Wednesdays, and Thursdays 3:00-6:00 pm throughout the school year (program follows Cincinnati Public Schools schedule). Absences must only be for emergencies as each student has only one half-hour lesson per week. Instructors are also expected to attend recitals (typically one per semester).

#### Responsibilities

- Communicate the goals of the program with other instructors
- Communicate responsibilities of students and parents regarding regular practice, timely tuition payment, etc.
- Coordinate program outreach to advertise events, recruit students, etc.
- Coordinate lesson scheduling
- Coordinate distribution and tracking of keyboards and other materials for our loan program
- Maintain up-to-date records of student data including tuition payment status, attendance, and progress
- Meet with other instructors concerning students and schedule as necessary
- Purchase/acquire materials, and submit records of expenses for reimbursement if necessary
- Coordinate performance events with community partners
- Two weeks prior to each recital, compile students' performance pieces for the program
- Other duties as needed to ensure the program operates smoothly
- Provide one-on-one piano instruction one afternoon weekly
- At the end of each term, prior to recital, provide a full assessment of each student's progression, with a recommendation of the student's future participation in the program and certificate level placement

Please submit a resume and three references to Liz Gottmer at [administration@peasleecenter.org](mailto:administration@peasleecenter.org)