

CWU PREPARATORY STRINGS
TEACHING POSITION: DIRECTOR

Wages: \$15/hour

Hours: 3:30-5:00 pm Monday and Wednesday OR 5:30/6:00-8:15 pm Thursdays
5:00-6:00 pm every other Wednesday, required meeting for all Prep staff
Preparation time scheduled as needed

Length of Employment: 2008-2009 Fall, Winter, and Spring quarters

Duties:

- Create a curriculum that aligns with the Prep program goals and checkpoints
- Oversee and teach every class period
- Arrive one half hour early to supervise students, and clean/reset the room after each class
- Communicate all concerns and needs to Program Administrator and/or Faculty Advisor
- Delegate and oversee assignments for Assistant Director and coaches of ensemble
- Liaise between Administrator and students/parents as needed
- Attend all Prep staff meetings
- Maintain a safe and positive atmosphere with effective classroom management
- Organize and file music and records as necessary

Qualifications:

- CWU student with positive, responsible and reliable attitude. Must work well with youth, parents, and colleagues of all ages.
- Knowledge of orchestral string instruments with basic performance proficiency.
- Completion or current enrollment in MUS 425C, MUS 253C, MUS 254C, MUS 325, MUS 341 and MUS 342 preferred but not required. Music Education major given preference.
- At least one quarter of volunteering with Prep Strings Program preferred.
- Must pass criminal background check.

Benefits for student employee:

- Practical experience with regular feedback and support:
 - Hands-on teaching
 - Individual coaching
 - Conducting experience
 - Classroom management
 - Curriculum planning, and more.
- Working knowledge of string ensemble music and resources.
- A chance to serve the community in a quality program.
- May opt to take a 1-credit course each quarter toward a “Specialization in String Pedagogy,” which may appear on official transcript after 6 credits. Details in the works.

CWU PREPARATORY STRINGS
TEACHING POSITION: INSTRUCTOR

Wages: \$10/hour

Hours: 3:30-5:00 pm Monday and Wednesday OR 5:30/6:00-8:15 pm Thursdays
5:00-6:00 pm every other Wednesday, required meeting for all Prep staff
Preparation time scheduled as needed

Length of Employment: 2008-2009 Fall, Winter, and Spring quarters

Duties:

- Assist director as necessary with at least one of the following duties:
 - Lead sectionals, organize class warm-ups, choose repertoire, conduct a piece, etc.
- Take attendance with the official roster provided from Administrator
- Arrive one half hour early to supervise students, and clean/reset the room after each class
- Communicate all concerns and needs to ensemble Director, Program Administrator and/or Faculty Advisor
- Attend all Prep staff meetings
- Maintain a safe and positive atmosphere with effective classroom management
- Organize and file music and records as necessary

Qualifications:

- CWU student with positive, responsible and reliable attitude. Must work well with youth, parents, and colleagues of all ages.
- Knowledge of orchestral string instruments with basic performance proficiency.
- Completion or current enrollment in MUS 425C, MUS 253C, and MUS 254C preferred but not required. Music Education major given preference.
- At least one quarter of volunteering with Prep Strings Program preferred.
- Must pass criminal background check.

Benefits for student employee:

- Practical experience with regular feedback and support:
 - Hands-on teaching
 - Individual coaching
 - Conducting experience
 - Classroom management
 - Curriculum planning, and more.
- Working knowledge of string ensemble music and resources.
- A chance to serve the community in a quality program.
- May opt to take a 1-credit course each quarter toward a “Specialization in String Pedagogy,” which may appear on official transcript after 6 credits. Details in the works.

**CWU PREPARATORY STRINGS
TEACHING POSITION: COACH**

Wages: Volunteer only

Hours: 3:45-5:00 pm Monday and Wednesday OR 5:45/6:15-8:15 pm Thursdays
5:00-6:00 pm every other Wednesday, required meeting for all Prep staff

Length of Employment: 2008-2009 Fall, Winter, and Spring quarters

Duties:

- Assist director as necessary during instructional time:
 - Play parts during rehearsals and performances
 - May work with students individually or lead sectionals
- Arrive fifteen minutes early to supervise students, and clean/reset the room after each class
- Communicate all concerns and needs to ensemble Director, Program Administrator and/or Faculty Advisor
- Attend all Prep staff meetings
- Maintain a safe and positive atmosphere with effective classroom management

Qualifications:

- CWU student with positive, responsible and reliable attitude. Must work well with youth, parents, and colleagues of all ages.
- Completion or current enrollment in MUS 425C, MUS 253C, and MUS 254C preferred but not required. Music Education major given preference.
- Knowledge of orchestral string instruments with basic performance proficiency.
- At least one quarter of volunteering with Prep Strings Program preferred.
- Must pass criminal background check.

Benefits for student employee:

- Practical experience with regular feedback and support:
 - Hands-on teaching
 - Individual coaching
 - Classroom management, and more
- Working knowledge of string ensemble music and resources.
- A chance to serve the community in a quality program.
- May opt to take a 1-credit course each quarter toward a “Specialization in String Pedagogy,” which may appear on official transcript after 6 credits. Details in the works.

CWU PREPARATORY STRINGS

TEACHING POSITION: MUSIC LIBRARIAN

Supplemental duty for a Director, Assistant Director, or Coach.

Wages: \$10/hour

Hours: As needed, not to exceed 2 hours/week

Length of Employment: 2008-2009 Fall, Winter, and Spring quarters

Duties:

- File and maintain records for all music owned by Prep Strings and borrowed by Prep staff and students
- Work closely with Faculty Advisor and the Music Department's Fiscal Technician to order music as needed
- Communicate all concerns and needs to Program Administrator and/or Faculty Advisor
- Attend all Prep staff meetings

Qualifications:

- Must be employed as a Prep Strings Director, Assistant Director, or Coach.

Benefits for student employee:

- Working knowledge of string ensemble music and resources.
- Filing and inventory management skills.