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Suzuki Program Coordinator – Part-Time/Stipend

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School Overview

Pakachoag Music School of Greater Worcester is celebrating its 41st year as a community music school. Founded in Auburn, the School moved to the city of Worcester in 2018 where it continues to hold its primary office and studios. The School serves all ages, birth to retirement, and includes early childhood Music Together classes, private lessons for multiple instruments and voice, afterschool music classes at neighboring public schools, a youth theatrical company, and a robust student performance program with over 30 student performances scheduled annually.

The School's Suzuki Violin and Cello program traditionally supports 25 to 35 students annually, and between four and six Suzuki trained teachers. Our long-time Suzuki Coordinator retired from the role in Summer 2023 to focus more on teaching. Violin groups have been maintained through this school year with the intent to return to usual Suzuki activities in Fall 2024 when a Coordinator is in place. Our program adheres to the curriculum established by the Suzuki Association of the Americas.

Position Summary

The Suzuki Program Coordinator oversees all aspects of Pakachoag Music School's Suzuki Violin and Cello program. They report to the Program Director to provide advice, direction, and support related to annual operation and future vision of the program. Faculty hiring is handled collaboratively with the program director and Suzuki program coordinator.

The coordinator serves as spokesperson for the Suzuki program at Pakachoag. The Coordinator is responsible for creating an environment amongst faculty and families within the school that fosters enthusiasm for the program, faculty retention, a strong cohesive, school-wide educational model, and goodwill in the community.

Responsibilities

Oversee all advance planning and scheduling of activities related to the Suzuki program, including an annual calendar of events and classes. Specifically:

1. Events

The Suzuki Coordinator plans and hosts many performances and events during the year. These gatherings create energy and community within the program. Details about our traditional events will be shared at the interview. The incoming Coordinator will be free to shape the program according to their own ideas.

2. Groups

- Set-up group schedule: days, times, locations.
- Assign teachers to groups.
- Assign students to groups and coordinate with parents.
- Communicate rules and procedures; handle any issues connected to scheduling and group assignment.

3. Communication

- Write and distribute the monthly/bi-monthly Suzuki News to program parents.
- Organize and host Suzuki faculty meetings.
- Check-in regularly with program teachers about groups each week, and about student progress each month.

We have found this greatly enhances the quality of the group experience for students. The Coordinator sends reminders about this as needed.

4. Parent Support

- Coordinate/Oversee yearly parent conferences.
- Facilitate Suzuki-related parent communications and handle issues.
- Register parents for SAA's "Parents as Partners Online" program.

We welcome the ideas of the incoming Coordinator for ways to help and support our parents.

5. Program Management & Development

- Consult and advise the Program Director on faculty recruitment, additional Suzuki events/programs, and publicity items.
- Provide specific information to appropriate staff member for publicity in advance of scheduled event/activity.
- Create and distribute Suzuki calendar annually, in advance of the upcoming academic year and in consultation with Suzuki teachers and the School office.

6. Beginners

- Coordinate "First Steps" summer program, including family communication and orientation meeting prior to first class.
- Organize and host orientation meeting and parent training schedule for new parents.

We welcome ideas for building our program and recruiting new students.

The Suzuki Program Coordinator reports to the Executive Director.

Qualifications

- Bachelor's degree in music with violin, viola, or cello as primary instrument. Master's degree with Suzuki pedagogy emphasis ideal.
- Completion of Suzuki training through at least book six desired (SAA).
- A minimum of five years Suzuki teaching experience.
- Availability to teach a minimum of two days weekly as part of the School's program.
- Strong organizational and communication skills.
- Sensitive and mature demeanor.
- Knowledge of and experience with technology, primarily Google Workspace, Zoom, and Constant Contact.

Compensation

Stipend of \$4,000 based on the assumption of 25 students enrolled in the Suzuki program. Amount adjusted based on enrollment. With this position comes the opportunity to teach private lessons and violin groups at for additional wages.

TO APPLY: Please email a Letter of Application and Resume to admin@pakmusic.org with "Suzuki Program Coordinator" in the subject line. The position is available on July 1, 2024, with full coordinator responsibilities beginning in September 2024. No phone calls, please.