PT Orchestra Coordinator (Contract Position)
JOB POSTING

Georgetown Visitation Preparatory School invites applications for a Contracted, PT Orchestra Coordinator. Located in Washington, DC, and founded in 1799, Georgetown Visitation Preparatory School educates young women in grades 9 – 12 in a faith-centered community focused on educational excellence and rooted in the Roman Catholic faith and Salesian tradition.

The Contracted, PT Orchestra Coordinator serves under the guidance of the Performing Arts Director and is responsible for all aspects of the instrumental program as well as conducting evening orchestra events.

Primary responsibilities include conducting of the school orchestra; providing instrumental direction for the student orchestra groups; writing music to fit student needs; scheduling performances; and conducting homeroom. This role will communicate with colleagues at peer schools to support outside opportunities for students at peer schools. Supports liturgical music throughout the year at Masses, public celebrations, special events, etc. Helps to lead students in serving as musical ambassadors within internal and external events. Collaborates with the staff members of the Performing Arts Department and collaborates with the Performing Arts Director to assist students in financing orchestra activities. Plans and implements off campus performances and educational field trips within the Performing Arts Department. Supports the Performing Arts Director’s coordinating of special events and programs related to performing arts, including choral symposia, orchestral workshops, and guest clinicians.

Successful candidates will have a Bachelor’s Degree in music, music education, or a related field; Master’s Degree preferred with a minimum of five years of relevant experience in Catholic or independent schools. Good organizational skills, music software notation skills, good written and oral communication skills, proficient in internet, database, and word-processing programs are a must. Ability to use Microsoft Teams and Zoom functions required.

Must have the ability to move around campus and into several non-ADA compliant buildings and be able to safely lift and carry 25-pound loads and participate in the construction and moving of risers and theater sets. Ability to talk; finger; grasp; sit for extended periods of time; and repetitive motion. This role is not substantially exposed to adverse environmental conditions.

Georgetown Visitation Preparatory School provides equal employment opportunities (EEO) to all employees and applicants without regard to their age, color, disability status, national or ethnic origin, race, religion, sex, veteran status, or any other class protected by state or federal law. As a Catholic school, Georgetown Visitation Preparatory School reserves the right to use religion as a hiring criterion for selected positions, as permitted by law. Employment offers are contingent on the satisfactory outcome of a standard background screening.

To apply, please click this link and fully complete the application, upload a resume, and a cover letter.
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?&job=17303&clientkey=A2E5994529D0170B0FBB86510DA31228