

## **Job description**

### **MERCYHURST PREPARATORY SCHOOL**

#### **ERIE, PA**

Mercyhurst Preparatory School is a Catholic high school within the Mercy Education system and an International Baccalaureate World School.

We are seeking candidates for a *full-time* Choral teacher, Musical Director/Producer

### **JOB PURPOSE**

To plan, organize and implement an appropriate instructional program that guides and encourages all students to develop and fulfill their academic potential. It is expected that teachers create a learning environment congruent with the charism of Mercy and support the educational, philosophical, and spiritual objectives of the school and adhere to the Diocesan Catholic Schools Code of Conduct.

### **JOB OVERVIEW**

We are seeking a dynamic and passionate Choir Teacher to join our team and inspire the next generation of vocal musicians. The candidate will need to have a strong background in music education and a commitment to creating a supportive learning environment. The ideal candidate would also have the ability to direct & produce two School Musicals and oversee our Technical Theatre class.

### **QUALIFICATIONS**

The ideal candidate for this position will have:

- Bachelor's degree in Music Education or a related field.
- Strong knowledge of vocal techniques and choral literature.
- Proficiency in playing piano or other accompanying instruments.
- Experience in organizing and directing choir performances and events.
- Excellent communication and interpersonal skills.
- Ability to inspire and motivate students of all backgrounds and skill levels.

- Proficiency in reading and interpreting musical scores.
- Strong organizational skills and attention to detail.

## **DUTIES AND RESPONSIBILITIES**

### **Choral teacher**

- Implement a choral curriculum that meets educational standards.
- Teach vocal techniques and music theory to students of varying skill levels.
- Select music repertoire for Concert & Show Choir performances.
- Prepare students for concerts and other public performances.
- Evaluate student progress and provide constructive feedback.
- Organize and manage choir-related activities such as the scheduling of outside performances.
- Collaborate with other performing arts teachers, school staff, and community members.
- Foster a positive and inclusive learning environment.

### **Musical Director & Producer**

- Stage, direct and rehearse two musicals per year.
- Produce two musicals per year which include set design/construction, properties, programs, rehearsal schedules, attendance, costuming guidance & rental agreements (shows/costuming/drops).

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Works well with students of diverse backgrounds.

Has the ability to develop curriculum and instructional materials that allow for student-focused achievements.

Works well with colleagues in a cooperative environment.

Has a warm and welcoming manner.

Is an exceptional communicator, both orally and in writing.

Is proficient in the use of relevant technology and is able to integrate the use of technology into instruction.

Has an understanding of the Catholic school environment and the Mercy Mission.

Specific questions can be addressed to Tom Rinke, Principal at [TRinke@MPSLakers.com](mailto:TRinke@MPSLakers.com).

Applications will be accepted until April 30 2025.

Successful candidates will be required to submit acceptable PA Child Abuse Clearances, PA Criminal History Clearance, FBI fingerprints as well Diocesan Youth Protection and Mandated reporter trainings. At Mercyhurst Prep, we strive for excellence in academic and co-curricular programs, we promote service to our local and global communities, and we foster the dedication and active support of the students, parents, faculty, and staff. We at MPS are committed to creating a community in which all individuals may deepen their spiritual awareness, broaden their intellectual endeavors, strengthen their personal integrity, enhance their individual talents, and embrace their global responsibility.

Job Type: Full-time

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Ability to Commute:

- Erie, PA area (Required)

Work Location: In person