



# 2024 SUMMER TEACHING ASSISTANTS

## JOB DESCRIPTION

The Jazz Exchange is a recognized local nonprofit music education and performance organization based in El Paso, TX. The Jazz Exchange produces the El Paso Jazz Festival and the Summer Workshop every June, offering interns a comprehensive experience in festival and event production, as well as nonprofit administration during the summer months. We strive to tailor each internship to the intern's objectives and the organization's needs. We are currently seeking dynamic and highly motivated individuals for exciting internship positions during the Summer of 2024. Internship opportunities are available in various areas, including Jazz Festival/Concert Production, Non-Profit Management, Marketing/Communications, and Summer Workshop Management.

### ABOUT US

The Jazz Exchange, established in 2018, stands as a dynamic hub of artistic excellence in New York City and the El Paso/Juarez area. With a profound belief in the transformative power of music, we have dedicated ourselves to fostering connections and building vibrant communities through our passion for jazz. As ambassadors of harmony, we curate unique experiences that transcend boundaries and bring people together in celebration of the universal language of music.

### MISSION:

At The Jazz Exchange, our mission is to "Build Communities through Music." Through comprehensive music education programs, support for emerging artists, and partnerships with local businesses, we aim to empower individuals and strengthen the fabric of our community through the transformative power of jazz.

### VISION:

Our vision is to create a vibrant jazz community that inspires through music, empowering individuals to embrace their creativity and forge meaningful connections. By providing access to high-quality music education, supporting local artists, and fostering collaborations that celebrate diversity and inclusion, we envision a future where jazz catalyzes positive change and cultural enrichment in our society.



### **REQUIREMENTS - (In-Person)**

We are seeking enthusiastic and knowledgeable music majors to serve as Temporary Teaching Assistants (TAs) for our upcoming Summer Workshop. As a TA, you will play a vital role in supporting our faculty members in delivering high-quality instruction and fostering an engaging learning environment for workshop participants.

### **RESPONSIBILITIES:**

1. Assist faculty members in preparing instructional materials and resources for workshop sessions.
2. Provide one-on-one or small group support to workshop participants during practice sessions, rehearsals, and performances.
3. Aid in the setup and maintenance of equipment and instruments used during workshop activities.
4. Offer constructive feedback and guidance to students on their musical technique, interpretation, and performance skills.
5. Help facilitate group discussions, workshops, and activities related to music theory, composition, and performance.
6. Assist with administrative tasks such as attendance tracking, distribution of materials, and organization of workshop schedules.
7. Participate actively in ensemble performances, lend support where needed, and seamlessly integrate into the musical fabric of the workshop and jazz festival. Your ability to not only assist but also perform alongside the ensembles will enrich the overall experience for participants, fostering a collaborative and immersive environment.
8. Collaborate with faculty members to develop innovative teaching strategies and lesson plans tailored to the needs of workshop participants.
9. Serve as a mentor and role model for students, promoting a positive and supportive learning environment conducive to growth and development.



## **QUALIFICATIONS:**

1. Currently enrolled as a music major at the college level, with a strong background in music theory, performance, and pedagogy.
2. Demonstrated proficiency in one or more musical instruments or vocal performance.
3. Previous teaching or tutoring experience is preferred, particularly in a music education setting.
4. Excellent communication and interpersonal skills, with the ability to work effectively with students, faculty, and staff from diverse backgrounds.
5. Highly organized and detail-oriented, capable of managing multiple tasks and responsibilities simultaneously.
6. Flexible and adaptable, willing to assist with various aspects of workshop planning and implementation as needed.
7. Passionate about music education and committed to fostering a supportive and inclusive learning environment for all participants.

## **APPLICATION DEADLINE**

June 10th

## **PROGRAM START DATE**

Monday June 3, 2024

## **LOCATION**

The Jazz Exchange - Zoom Meetings (Weekly)

Pebble Hills High School (Summer Workshop)

14400 Pebble Hills Blvd, El Paso, TX 79938

On-site visits and meetings will be scheduled at Pebble Hills locations for preparations.



## **TIME REQUIREMENTS**

This temporary position is in person and for the duration of the Summer Workshop, requiring availability Monday through Friday from 8:00 am to 5:00 pm. If you are a motivated and dedicated music major looking to gain valuable hands-on experience in music education while making a positive impact on the next generation of musicians, we encourage you to apply for this exciting opportunity.

## **CANDIDATE QUALIFICATIONS**

- Pursuing BS/BA.
- Prefer a GPA of 3.0 or higher.
- Musicians or Music related fields are strongly preferred.
- An interest in jazz, music education, mentorship.
- Excellent oral, written, and communication/presentation skills.
- Bilingual is a plus.

## **PHYSICAL DEMANDS**

Must be able to move objects or musical equipment up to 25 pounds

## **COMPENSATION**

Successful candidates will receive a stipend of \$300 for their participation.

## **JOB TYPE:** Temporary Position

Recommendation letter for your participation to any employer or school community service hours should you decide you would like to use this for community service hours or experience.

## **DIVERSITY, EQUITY & INCLUSION**

We are proud to foster a diverse and inclusive workplace where all voices are valued and respected.



## **DEVELOPMENT**

We are committed to ongoing learning and development opportunities for all team members.

## **CONFIDENTIALITY**

We rely on our team members to uphold confidentiality and safeguard the integrity of our events, operations, and any sensitive information shared. This ensures the safety and security of our organization, clients, contractors, and team members who collaborate with The Jazz Exchange.

## **SCHEDULE**

The Summer Workshop Teaching Assistant position requires full-time availability during the week of June 16th - 29th, with potentially long days expected leading up to the EL PASO JAZZ FESTIVAL during the week of June 29th. Preference will be given to candidates who can commit to a full-time schedule during this period. All summer Teaching Assistants are expected to participate in all workshop activities and events, including the El Paso Jazz Festival and weekly meetings leading up to the Summer workshop. Hours and dates may be subject to change to accommodate workload fluctuations and meet deadlines as necessary.

## **DEPARTMENT**

Summer Workshop & Jazz Festival Team

## **REPORT TO**

Director of Summer & Jazz Festival

## **ADDITIONAL SUMMER & JAZZ FESTIVAL MEMBERS YOU WILL WORK WITH**

Artistic Director, Assistant Coordinator, Student Services Director, Teaching Assistants



## HOW TO APPLY

Please reach out to us at [thejazzexchangecontact@gmail.com](mailto:thejazzexchangecontact@gmail.com) with the subject line: **"2024 Teaching Assistant"** and include the position you are interested in along with your resume. Our team will be in touch with you shortly. We appreciate your patience as we receive a high volume of emails and strive to respond to everyone.

The Jazz Exchange is proud to be an equal-opportunity employer. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. Please let us know if you need assistance or accommodation due to a disability.