

Instructional Laboratory Specialist (open rank)
(Ensemble Programs and Public Engagement Coordinator)
University of Illinois at Chicago

The School of Theatre and Music at the University of Illinois at Chicago (UIC) is seeking an Instructional Laboratory Specialist (Ensemble Programs and Public Engagement Coordinator) with strong teaching skills for a full-time, twelve-month academic position beginning August 16, 2021.

The Ensemble Program and Public Engagement Coordinator works closely with administration, faculty, staff, and students to ensure that over forty concerts and up to a dozen public engagement events, including youth festivals and camps, have high production quality, run safely and smoothly, and stay on budget. Responsibilities may also include coordinating other aspects of the music program such as budgets, placement auditions, music library maintenance, instrument inventory and maintenance, student workers, and related meetings. This individual is expected to teach a course in their area of expertise. Also, this position serves on committees and participates in student advising and recruitment.

Minimum qualifications include a bachelor's degree in music or a related field; at least two years' experience in music ensemble program and/or public engagement event management; at least two years' experience teaching in a high school or college setting; exceptional organization and communication skills; and an ability to demonstrate a commitment to diversity, equity, and inclusiveness in music programming and teaching. Preferred qualifications include a master's degree; experience leading or conducting ensembles at the college level; experience as an administrator; and some knowledge of educational needs for both music and theatre departments.

Salary is competitive/commensurate with experience/qualifications.

UIC is a Carnegie Research 1 university that enrolls over 30,000 students on a 240-acre site one mile west of Chicago's Loop. The School of Theatre & Music provides innovative, rigorous, and comprehensive academic and performance programs to a highly diverse student body. One of four units in the College of Architecture, Design, and the Arts, STM enrolls about 100 undergraduate students in music programs and about 125 undergraduate students in theatre. The faculty consists of performing artists and scholars. There are about 30 full-time faculty and about 40 part-time faculty. The School offers coursework leading to a BA in Music, BA in Music Business, BM in Music Performance, BM in Jazz Studies, BFA in Acting, BA in Theatre and Performance, and BA in Theatre Design, Production, and Technology. Music ensembles include choirs, concert bands, jazz ensembles, orchestra, athletic band, chamber groups, jazz combos, among others. For more information, go to theatreandmusic.uic.edu.

Applications must be received by July 18th, 2021. Interested persons should submit a copy of their CV or resumé, a cover letter that describes interest and experience, and names and contact information for three references through jobs.uic.edu. Any questions can be directed

to Erin Freeman at erinf@uic.edu. Finalists may be asked to provide link to videos of teaching and/or performance.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Offers of employment by the University of Illinois may be subject to approval by the University's Board of Trustees and are made contingent upon the candidate's successful completion of any criminal background checks and other pre-employment assessments that may be required for the position being offered. Additional information regarding such pre-employment checks and assessments may be provided as applicable during the hiring process.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>.