



*Portland's Community  
A Cappella Singing Program*

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**Job Opening: Instructor-in-Training Position**

**Start Date: September 1, 2023**

**About the Program**

Based in Portland, Oregon, PDX Vox is a recreational singing class and non-audition performance program that provides the experience of singing a cappella music to a wide range of singers. The program is designed for adults and teens who have a passion for pop music and are looking for a fun, structured, low-pressure way to improve their singing in a friendly, supportive environment.

Participants register to sing in one of the 4-5 groups we offer, all of which meet weekly over 13 weeks. Each group contains about 20 people and meets in one of the rented spaces in Portland. Each group works on 5-6 vocal arrangements together each week: 2-3 of these songs are learned by all of the groups, and 3 of these songs are specific to the 20-person weekly group. All groups perform a preview concert at a senior living residence during week 10, and a public showcase for friends and family at the end of week 12.

The philosophy of PDX Vox is to help singers develop a weekly singing practice, work as a team on challenging vocal arrangements, improve their vocal and music skills gradually, and build connections with other music lovers. Although PDX Vox is non-audition, we recommend that participants have some kind of group singing experience before joining.

## **About the Instructor-in-Training Position:**

PDX Vox is recruiting a skilled musician with experience in a cappella singing and who has an interest in teaching a cappella to a variety of experience levels and ages. The instructor-in-training will work with an experienced lead instructor to assist and co-teach in one of the groups offered in PDX Vox this fall. This is an excellent opportunity to develop skills in a cappella song leading and group vocal class instruction, as well as leadership and community-building. The position lasts one semester (September 1st - December 31st), though instructors are sometimes invited to continue on with the program to lead or co-lead a PDX Vox group the following semester, if an opening becomes available.

Responsibilities will include:

- leading the singers in vocal warm-ups
- teaching singers about basic vocal technique
- leading sectionals at weekly rehearsals
- conducting the group on at least one song
- working with lead instructor to plan and teach simple choreography
- keeping the group informed and motivated through weekly email updates, including audio clips from rehearsal
- meeting with mentor-instructor weekly, either in person or by phone
- sitting in on 1-2 other PDX Vox rehearsals to observe the other instructors in action
- optional: arranging a song for the group

## **Timeline**

### Teaching Dates for the Semester

**Mondays**, September 11th - December 11th, 2023, 7:00 – 9:00 pm

**OR**

**Wednesdays**, September 13th - December 13th, 2023, 7:00 - 9:00 pm

**Location:** Central Lutheran Church, 1820 NE 21<sup>st</sup> Ave., Portland.

### Other Teaching Dates - required:

- Saturday, September 16th, 2:00 – 5:00 pm (new member meeting and all-group rehearsal; staff available 1:30 - 5:30 pm)

- Saturday, October 21st, 3:00 - 5:00 pm (all-group rehearsal)
- Saturday, December 9th, 3:00 – 5:00 pm (all-group performance; staff available 1:30 – 6:00 pm)

### **Qualifications**

#### Musical:

- Experience singing contemporary pop a cappella music and directing a cappella groups (rather than or in addition to traditional choirs)
- Solid foundation in vocal technique, music theory, vocal harmony
- Experience as a music performer – ideally as a band member
- Basic ability on piano, to play vocal parts in treble, tenor and bass clef
- Ability to write a cappella arrangements a plus
- Experience with vocal percussion a plus

#### Pedagogical / Interpersonal:

- Experience and skills in leading, directing and facilitating groups; ability to foster collaboration, fellowship and group spirit
- Ability to provide positive, supportive, and encouraging coaching to beginning and intermediate singers
- Ability to teach music using techniques that balance fun with musical progress and improvement
- Ability to respond to the needs to adult learners with a range of musical skills and experiences, and to target instruction to individual needs within a group setting

### **Compensation:**

The instructor-in-training will be paid a total of \$25 / hour for teaching hours and meeting time.

Any original arrangements created by assistant instructors are compensated for separately, at \$200 per arrangement.

### **To Apply:**

Please send a resume and cover letter in pdf form to

Aaron Elliott, Head Instructor

[aaron@pdxvox.com](mailto:aaron@pdxvox.com)

