



Portland's Community  
A Cappella Singing Program

*Marie Schumacher,  
Founding Director*

## **Opening: Assistant Instructor Positions** **Start Date: January 27, 2020**

### **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 sign up to sing in one of 6 groups, 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 vocal arrangements together each week: 2 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 during week 10 and a friends-and-family show 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 Assistant Instructor Training Program:**

PDX Vox is recruiting musicians with experience in a cappella singing and who have an interest in teaching the art form to a variety of experience levels and ages. The assistant instructors work with the PDX Vox lead instructors to assist and co-teach in one of the six a cappella groups offered in PDX Vox this spring. 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 positions last one semester, though assistant instructors are sometimes invited to continue on with the program to lead or co-lead a PDX Vox group, 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
- capturing PDX Vox moments on photo and video to share with group and on the website and social media

- keeping the group informed and motivated through weekly email updates, including audio clips from rehearsal
- sitting in on 1-2 other PDX Vox rehearsals to observe the other instructors in action
- meeting with mentor-instructor weekly, either in person or by phone
- optional: arranging a song for the group

## **Timeline**

### Dates for Semester (position 1)

- Tuesday, Feb. 11 – May 12th, 7:00 – 9:00 pm.
- No class on March 24<sup>th</sup>.
- Location: Central Lutheran Church, 1820 NE 21<sup>st</sup> Ave., Portland.

### Dates for Semester (position 2)

- Thursday, Feb. 13th – May 14th, 7:00 – 9:00 pm.
- No class on March 19th.
- Location: St. Andrews Presbyterian Church, 3228 SW Sunset Blvd., Portland.

### Other Teaching Dates - required:

- Saturday, Feb. 8th, 1:30 – 4:30 pm (all-group retreat)
- Saturday, March 14<sup>th</sup> or 15<sup>th</sup>, time to be determined (all-group rehearsal)
- Saturday, May 9th, 4:00 – 6:00 (all-group performance; staff and members available 1:30 – 6:00pm)

## **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
- Experience with vocal percussion a plus
- Ability to write a cappella arrangements 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 intern / instructor-in-training will be paid a total of \$900 for the spring semester (\$225 per month over 4 months), which includes:

- planning meetings, including weekly phone calls
- 13 weeks of rehearsals
- 3 weekend events (the retreat, the mid-semester rehearsal, and the end-of-semester showcase)
- time outside of rehearsals to plan for rehearsals, send emails to group members, and prepare materials

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