



Position Title: NEC Prep Youth Chorale Conducting Fellow

Department: Expanded Education

No. of Positions Available: 1

Compensation: \$15/hr + \$ 900 stipend per academic year

Hours: Thursdays, 6-7:45pm during the academic year
Weekdays, 1 office hour per week (Tuesday to Friday), must be in-person
2 concerts per academic year

Dates: Sept. 6, 2025-May 23, 2026

Location: New England Conservatory (in person)

Supervisor(s): Peter Xu, *Program Manager – Large Ensembles*

Contact: peter.xu@necmusic.edu

Job Summary & Duties:

We are currently seeking motivated, enthusiastic, and reliable teaching fellows to foster student engagement, support academic instruction, lead rehearsals, coach and teach students, conduct as the teacher assigned, and contribute to the overall success of the program.

Key Responsibilities:

- Serve as coach for the ensemble, conduct certain pieces for concerts.
- Tracking attendance, and act as a liaison between the teacher, office, students, and parents.
- Participate in the orientation session.
- Lead rehearsals while the conductor is away.
- Help student warm up if needed.
- Engage positively for creation of a culture of practice and accountability for students.
- Help promoting a joyful environment for ensemble practice.

- Support classroom management and help ensure a safe, respectful, and inclusive learning environment.
- Create rehearsal memos for each week, monitor student progress and contribute to assessments or evaluations as needed.
- Serve as a role model for students and uphold program policies and expectations.
- Participate in training, orientation, and wrap-up sessions.
- Participate in meetings for planning, evaluation, and preparation, in person or remotely for the academic year

Qualifications:

- Current voice student enrolled at the New England Conservatory.
- Ability to communicate respectfully regarding the manners and expectations of the chorus practice for students at the pre-college level.
- Strong interpersonal and communication skills, with the ability to meet the needs of a fast-paced education and performing arts community.
- Knowledge of chorus repertoire.
- Availability and flexibility to lead and adapt to reasonable artistic proposals as needed.
- Interest in education, youth development, or higher education.
- Committed to continuous improvement and growth.
- Ability to be flexible based on weekly team coverage needs.
- Candidates who can start during the first week of September are strongly preferred.

All students must complete payroll paperwork (W4, I9, etc) in the Financial Aid Office before beginning work for any department. A CORI form must also be completed.

Apply via the ADP job posting