



## KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE: JCC Thurnauer School of Music - Choral Conducting Assistant**

**SUPERVISOR:** Emma Brondolo, Artistic Director of the Young People's Chorus @ Thurnauer, Director of Early Childhood Music and Voice.

**STATUS:** Part time, hourly.

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a person who enjoys connecting people and have a meaningful impact on them by enriching their world of music. We are looking for a professional who is passionate about nurturing the musical and personal growth of young individuals through music and choir education.

### KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

### POSITION OVERVIEW

The JCC Thurnauer School of Music is seeking a dedicated and organized Choral Conducting Assistant to support our vibrant choral program, the JCC Young People's Chorus @ Thurnauer. The choir is in partnership with the Young People's Chorus of New York City. The ideal candidate will have strong musical knowledge, excellent administrative skills, and a passion for working with children in a musical environment.

This role combines administrative coordination with hands-on musical leadership to ensure the success of our choral programs and early childhood instrument classes. The Choral Conducting

Assistant works in partnership with the Artistic Director and the Community Engagement Coordinator to achieve the administrative and musical tasks required of the chorus and early childhood music programs.

This is an excellent position for someone new to the choral conducting field, who wishes to be mentored in choral conducting and rehearsal technique. You have the opportunity to work side by side with veteran music teachers.

## **RESPONSIBILITIES AND OPPORTUNITIES**

### **Administrative Responsibilities**

- Maintain regular communication with choir families, including sending rehearsal reminders and important updates
- Organize and coordinate field trips, special events, and performances
- Create and distribute memos and permission slips for events and performances
- Assist in repertoire selection and music acquisition for concerts
- Plan and execute fundraising initiatives to support student activities
- Create and maintain accurate student rosters for each choir

### **Musical Responsibilities**

#### **Music Teaching**

- Assist in leading choir warmups, team-building exercises, and musical activities
- Teach sectional rehearsals and occasionally conduct full rehearsals for Concert Choir
- Monitor student behavior and provide individualized assistance as needed
- Independently conduct the Alegria choir at Our Lady of Mt. Carmel weekly with accompanist support

#### **Early Childhood Instrument Class Administration**

- Develop and maintain quarterly schedules for Instrument Exploration classes
- Respond to family inquiries and assist with the registration process
- Provide classroom support to instrument teachers
- Oversee instrument inventory, distribution, and maintenance for our Instrument Exploration classes

## **QUALIFICATIONS & SPECIALIZED SKILLS**

- Degree in music education (voice), choral conducting, or related field
- General piano skills, you need to be able to play vocal lines.
- Pleasant singing voice
- Experience working with children in musical settings
- Strong organizational and communication skills
- Proficient with technology tools including Microsoft Office, Google Workspace, and other digital platforms for organization and communication
- Ability to work independently and as part of a team

- Knowledge of choral repertoire and vocal pedagogy

## **SALARY RANGE**

**20 hours per week, \$25 per hour.** If interested, there are opportunities for additional work teaching voice lessons, theory/ear training classes, and early childhood music classes.

## **BENEFITS**

This job description is not intended to be all-inclusive, and the Choral Conducting Assistant will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

**To Apply:** Please submit your resume, cover letter highlighting your relevant experience, and references to Emma Brondolo at [ebrondolo@jccotp.org](mailto:ebrondolo@jccotp.org). Applications will be reviewed on a rolling basis until the position is filled.