

August 2026

Classroom Assistant, Northwest Girlchoir

Job opening, Northwest Girlchoir: Classroom Assistant, Liebe Choir, 2150 N. 122nd St., Seattle

Days of service: Wednesdays, 4:15-6:30 pm

First rehearsal: Wednesday, September 9, 2026

To apply: Send a cover letter and resume to Artistic Director Karen Bruno (karen@northwestgirlchoir.org) by Friday, August 28, 2026.

Northwest Girlchoir is seeking a **Classroom Assistant** to support our 1st and 2nd grade choirs during weekly rehearsals, tech rehearsals, and performances from September 2026, through mid-June 2027. The candidate should be interested in working collaboratively within the entire Northwest Girlchoir organization (artistic and administrative staff, 7 choir levels, 200 choristers, grades 1-12). Northwest Girlchoir revolutionizes choral education by rejoicing in students' voices and creativity through embodied music-making. Guided by our commitment to anti-racism, we inspire joy, belonging, and confidence, and cultivate community through shared experience. Our treble choirs welcome and affirm girls and gender expansive youth.

PRIMARY RESPONSIBILITIES

- Prepare the classroom for teaching, help put away classroom materials at the end of the afternoon.
- Take attendance for each class weekly and communicate information to the teacher-conductor.
- Help with classroom management and chorister needs during Liebe (1st and 2nd grade) rehearsals on Wednesday afternoons; classes run from 4:30-5:15 and 5:30-6:15 pm.
- Be present for all rehearsals from early September through mid-June, including the September 19, 2026 afternoon retreat. No rehearsals the weeks of November 23, December 21, December 28, February 15, April 12.
- Assist backstage and during performance with tech rehearsals and concerts/sharing times (November 18, 2026; March 13 and 14, 2027; June 5 and 6, 2027).
- Serve as a role model (rehearsal technique, kindness, language suited for gender expansive youth) for students in all choir levels.

QUALIFICATIONS

- Ease and comfort with youth in 1st and 2nd grade; experience working with groups of children preferred.
- Strong interpersonal skills and the ability to communicate clearly with children and adults.
- Flexibility and accommodation to working as collaborative member of non-profit staff.
- Knowledge of classroom dynamics or music-making is preferred but not required.

JOB SPECIFICS

Employee Status:

Regular, part-time, early September through mid-June. Rehearsals Wednesdays, 4:15-6:30 pm. Two weekend mainstage tech rehearsals and concerts (March, June), plus a one-day sharing time on November 18 (regular time, different location within the building). This is a one-year contract position with the possibility of renewal.

Compensation:

\$22/hour. City of Seattle Sick & Safe Leave, with 1 hour earned per 40 hours worked. No other benefits associated with this position.

Reports to:

Artistic Director and Executive Director. Works closely with Liebe teacher-conductor.

Job Location:

Rehearsals at North Seattle Church, 2150 N. 122nd St., Seattle, 98133 (just west of I-5, at Haller Lake). Public concerts at venues such as North Seattle Church (where we rehearse), Town Hall Seattle, and Everett Civic Auditorium.

Northwest Girlchoir is an equal opportunity employer that values diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, sex, sexual orientation, gender, ethnicity, marital status, disability, or religious belief. Successful candidates must pass a Criminal Records Check and have legal status to work in the USA.

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More Information:

www.northwestgirlchoir.org, <https://www.youtube.com/northwestgirlchoir>