

Position Description

Title:	Part-Time Instructional Designer (On-Campus Support)
Department:	The Orto Center
Reports To:	Assistant Dean for The Orto Center
Supervises:	N/A
Internal Contacts:	Orto Center & MSM staff; faculty & students
External Contacts:	Instructure/Canvas LMS; Educational Technology Vendors and Support; Subject Matter Experts, Guest Artists, Course Authors
Employment Status:	Part-time; Non-exempt
Salary Range:	\$45-\$50/hour; approximately 20 hours per week

Position Summary:

This position's primary focus is front-line instructional support for on-campus faculty and students, resource-course development, and the syllabus review process, closely tied to the Orto Center's day-to-day management of Canvas.

- Act as the departmental liaison to on-campus faculty and students for instructional technology needs throughout all academic terms, including in-person support and orientation-style sessions.
- Support on-ground and blended teaching faculty with the design, organization, and implementation of course materials in synchronous and blended formats.
- Build and maintain resource courses and develops training guides, video tutorials, and use strategies for Canvas and instructional technology platforms each term.
- In collaboration with the Assistant Dean for The Orto Center and the Dean of Academic Affairs, support the institution's syllabus peer review process for academic quality assurance, compliance, and accreditation alignment.
- Assist with online course building for BFA Online, Global Conservatoire, and new or existing programs as assigned.

Domains:

The following domains are shared by both Instructional Designer positions in the Orto Center. Both roles are built on the same core so that either Instructional Designer can support the other's work when needed.

Instructional Design

- Work with faculty, subject matter experts, and course authors to design, organize, and implement high-quality, interactive, and innovative course delivery.
- Develop multimedia learning assets (video, interactive content, assessments) that enhance student engagement, accessibility, and learning outcomes.
- Administer and optimize course delivery within the learning management system (Canvas), including course builds, quality assurance, and troubleshooting.
- Evaluate course effectiveness through data, student feedback, and quality standards (e.g., Quality Matters), and implement continuous improvements to design and delivery.

- Develop educational resources and conduct training sessions, workshops, and one-on-one consultations with faculty to promote effective teaching strategies and improve student learning experiences.
- Apply and disseminate various pedagogical and andragogical learning theories, instructional design models (e.g., ADDIE, Backwards Design, and Universal Design for Learning), assessment design principles, and best practices in innovative education modalities.
- In collaboration with the Assistant Dean for The Orto Center, research, evaluate, and recommend new and cutting-edge instructional technology tools to integrate into existing platforms to achieve optimal student learning outcomes.
- Serve on various institutional working groups related to blended learning development, accreditation, and other digital learning initiatives and faculty professional development.

Instructional Support for Educational Technology Systems

- Support MSM faculty, student, and administrative use of Canvas and current and future instructional technologies integrated within the LMS (e.g., Kaltura, Simple Syllabus, Cidi Labs DesignPLUS, Zoom, Microsoft Education, Respondus LockDown Browser and Monitor).
- Perform regular assessment of student and faculty use of instructional technology systems to improve their use, implementation, and efficacy.
- Participate in interdepartmental collaboration with Information Technology and the Office of the Registrar as it relates to registration and course and term management in Canvas.

Cross-Coverage

- Provide coverage and support across both online course development and on-campus instructional support as assigned, so that either Instructional Designer can step in for the other during absences, peak periods, or shifting priorities.

Job Requirements:

Work Qualifications

- Undergraduate degree in Instructional Design, Educational Technology, or its equivalent, and at least two years of relevant work experience.
- A successful record of supporting faculty engagement with learning management systems (Canvas LMS preferred) and designing courses at the college level.
- Successful application of instructional systems in asynchronous and synchronous course design, instructional design, or adult learning theories.
- Experience with quality standards in online learning (e.g., Quality Matters).
- Experience collaborating with and/or training college faculty.
- Knowledge of best practices in standards-compliant responsive web design, accessibility, user-experience design, information architecture, and graphic design.
- Knowledge of classical and jazz music and score-reading ability preferred.
- Familiarity with graphic design software (e.g., Photoshop) and video editing software (e.g., Adobe Premiere, Final Cut, iMovie).

Preferred Qualifications

Manhattan School of Music is a conservatory, and instructional design here is strongest when paired with genuine musical fluency.

- Musicians, music educators, and candidates with a strong music or performing arts background are especially encouraged to apply.

- This is an instructional design role first: applicants must still hold instructional design training and relevant experience in the field as described below.
- A performing arts background does not replace that requirement, but it is a meaningful asset in designing for our faculty and students.

Work Style Qualifications

- Highly effective written and verbal communicator.
- Reliable, responsible, and punctual.
- Strong interpersonal communication skills, and a desire to work collaboratively and creatively.
- Highly organized and very attentive to detail.
- Ability to multitask, prioritize projects and tasks, and adapt to shifting needs.
- Flexible and able to work well under pressure while maintaining focus, patience, and a positive attitude.
- Interest in technology and/or willingness to learn new things.

Contact Information:

Send letter of application and résumé including three references to:

Chris Shade
 Assistant Dean for The Orto Center
 Manhattan School of Music
cshade@msmnyc.edu

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.