

Job Description: ARTISTIC DIRECTOR

Supervised by: Board of Directors

Purpose of Position: To develop and carry out artistic programming, collaborations and concerts to inspire both singers and concert goers alike!

Time Commitment: Tuesday Nights: 7-9:30pm,
Occasional Sunday afternoon rehearsals/sectionals
Late August- June.
Four formal concerts per year, 1 talent showcase, and potentially 2 run-outs per semester.
Attend GALA conference with chorus- Once every 4 years (Travel)

Chorus Mission: Through songs of hope, diversity, inclusion, and even humor, we celebrate all of humanity in its infinite variations and challenge our communities to embrace equality, harmony, and understanding.

Responsibilities:

1. Promote the Chorus' mission

- Work with the Chorus, the Board, committees and volunteers to promote a positive atmosphere of community within the organization.
- Network with other arts organizations, music directors, and community groups to increase the visibility of the Chorus and to encourage collaboration; representing the organization well at all times.

2. Design, coordinate, and direct Chorus programming (40%)

- Organize an annual performance schedule to include subscription concerts and run-outs.
- Work with Board to organize a rehearsal schedule at the beginning of each concert year.
- Conduct auditions twice annually, usually on the 2nd/3rd rehearsal evening.
- Design each concert performance including theme development and integration of guest artists, ensembles, soloists and visual elements.
- Contract with technicians and musicians for each concert project as needed.
- Work closely with Production Committee ensuring that technical needs, venue contracts, blocking, costuming, and staging details run smoothly.
- Audition, select and coach soloists and small group ensembles.

3. Manage administrative and artistic detail for outreach projects (25%)

- Manage communication, logistics and planning details for metro-area community performances.
- Manage planning, schedule, communication, host contacts and programming for Chorus outreach events.

4. Provide supervision for music-related staff and volunteers (15%)

- Work closely with Accompanist to ensure cohesion and excellence throughout the season. (IMPORTANT)
- Communicate regularly with section leaders regarding any vocal issues, repertoire to cover in upcoming sectionals and other musical needs. (Coach if needed)

6. Facilitate the work of the Music Committee (10%)

- Identify concert themes and collaborations that support the chorus mission. Research appropriate music for the upcoming season. Bring plan to Music Committee ready for suggestion.
- Ensure that current season music is selected and purchased with the assistance of committee members prior to first rehearsal.
- Secure new arrangements and performance rights where appropriate.

7. Development and Finances (5%)

- Write narrative as needed for concert projects, work with Fundraising Committee to position grant focus/budget.
- Work well with the Board Treasurer to develop and finalize appropriate areas of the budget.

8. Communicate regularly with Chorus Board and other chorus leadership (5%)

- Attend monthly Board meetings and provide a monthly report to the Board.
- Keep open communication with Board members on any questions, concerns, or ideas!

9. Participate in professional development

- Participate in professional organizations: American Choral Director's Association, GALA, Chorus America, etc.
- Maintain and update professional competence by attending workshops, classes, etc.
- Review new choral works and recordings; read professional journals.
- Attend concerts of other choral organizations.

Required Experience, Knowledge, Skills and Abilities:

- ✓ BA or Advanced Degree in Music with an emphasis in choral conducting or equivalent conducting experience (minimum 5-6 years).
- ✓ Experience conducting or working with a community-based chorus and with singers of various musical skills and experience.
- ✓ Interest in and commitment to embracing the mission the Chorus.
- ✓ Ability to offer strong leadership skills as well as to balance work within a team setting.
- ✓ Flexibility in working with a diverse group of volunteers and personalities.
- ✓ Highly developed interpersonal communication skills; both written and verbal.
- ✓ MUST HAVE: Flexibility with time; evenings, weekends, etc.