CHORAL ARTISTIC DIRECTOR JOB DESCRIPTION

CARROLL SINGERS COMMUNITY CHORUS

Position begins July 1, 2018

 Annual stipend is negotiable based on experience.

Job Description: Choral Artistic Director

Supervised by: Advisory Board of Directors

Purpose of Position: September-May Weekly Rehearsals and Four Performances

Time Commitment: Approximately 2-3 hours per week

Chorus Mission: Carroll Singers is a volunteer organization established to support a

 traditional choral music experience for adult and high school age

 singers in Carroll County and to support local charitable

 organizations serving Carroll County Citizens who are in need

 and who have limited operational resources.

Responsibilities:

1. Design, coordinate and direct chorus programming.
* Select music, rehearse and execute one annual winter and spring concert each year to be performed for the public twice on consecutive dates.
* Design each concert performance using theme development and integration of guest artists, ensembles and soloists.
* Select and coach soloists and small group ensembles
* Conduct auditions twice annually to accept new members.
1. Promote the Chorus’ focus on its mission.
* Work with the chorus, the board, and volunteers to promote a positive atmosphere

and community within the organization.

* Work with other arts organizations to increase the visibility of the chorus and encourage collaboration.
1. Facilitate the work of the board of directors.
* Ensure that music is selected and purchased through the process chosen by the board.
* Communicate with the current accompanists that support the chorus in their performances providing music and schedules for rehearsals.

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1. Communicate regularly with the Advisory Board and chorus members.
* Attend Board meetings and provide regular reports to the board.
* When appropriate give information to chorus members regarding expectations or changes needed.
1. Participate in professional development
* Maintain and update professional competence. Suggested ways may include attending workshops, classes and conferences.
* Review new choral works and recordings; read professional journals.
* Attend concerts of other choral organizations.

Desired Experience, Knowledge, Skills and Abilities:

1. BA or Advanced Degree in Music with an emphasis in choral conducting or equivalent conducting experience.
2. Experience conducting or accompanying a volunteer community-based chorus with singers of various musical skills and experience.
3. Ability to offer strong leadership skills as well as to balance work within a team setting.
4. Flexibility in working with a diverse group of volunteers and personalities.
5. Strong communication skills, both written and verbal.
6. Keyboard skills suitable for regular rehearsal settings.
7. Submit a minimum of two letters of recommendation. One for personal character

and one for professional performance.