

Job Description: **ARTISTIC DIRECTOR, MIDCOAST COMMUNITY CHORUS**

Supervised by: **Chair of the Board of Directors**

Purpose of Position: To develop and carry out artistic programming, collaborations and concerts that will enhance the mission of the organization. To unite people through the power of music to create a singing community.

Time Commitment: Flexible hours, evenings, and weekends. This is a paid part-time salaried position.

Chorus Mission: Singing as a community for the community.

Chorus Vision: When we sing, we change who we are. When we change who we are, we change the world.

Responsibilities:

1. Promote the Chorus' focus on its mission

- Work with the Chorus, the Board, 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.
- Ensure that the artistic themes and specific music selections are supportive of the organization's mission

2. Oversee the artistic standards of materials, performance repertoire and concert themes for two concerts annually

- Organize an annual performance schedule for concerts
- Organize a rehearsal schedule at the beginning of each concert semester.
- Conduct auditions (as appropriate) twice annually.
- 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.
- Serve as staff contact to Production Committee ensuring that technical needs, venue contracts, and staging details run smoothly.
- Audition, select and coach soloists and small group ensembles.

3. Manage administrative and artistic detail for outreach projects

- Manage communication, logistics and planning details for Midcoast community performances.

4. Provide supervision for music-related staff and volunteers

- Oversee the Assistant Director.
- Identify, coach, and supervise the activities of Chorus section leaders and the Assistant Director.
- Communicate regularly with section leaders regarding vocal issues, repertoire to cover in upcoming sectionals and other musical needs.

5. Facilitate the work of the Music Librarians

- Identify concert themes and collaborations that support the chorus mission. Research appropriate music for the upcoming season.
- Ensure that current season music is selected and purchased with the assistance of the Music Librarians.
- Communicate with the Assistant Director regarding the rehearsal list, tempos and other performance details for recording rehearsal tapes.
- Secure new arrangements and performance rights where appropriate.

6. Development and Finances

- Write narrative as needed for concert projects, work with development staff to position grant focus.
- Contribute input for the annual budget in collaboration with the Board Treasurer.

7. Communicate regularly with the Chorus Board and other chorus leadership

- Provide an overview of each semester's themes and musical selections.
- Attend Board meetings and provide a monthly report to the Board.

8. Participate in professional development

- Participate in professional organizations: e.g., American Choral Director's Association, GALA, Chorus America, etc.
- Maintain and update professional competence by attending workshops, classes and conferences.
- 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 of the Chorus.
- ✓ Strong interpersonal skills, a good sense of humor and the ability to embrace the larger picture
- ✓ Ability to offer strong leadership skills as well as to balance strong leadership with collaboration and respect for all voices within a team setting.
- ✓ Flexibility in working with a diverse group of volunteers and personalities.
- ✓ Strong communication skills, both written and verbal.
- ✓ An ability to work within electronic mediums: word processing, e-mail, internet and intranet.

Midcoast Community Chorus provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.