

**Job Description:**     **ARTISTIC DIRECTOR, Harrisburg Gay Men’s Chorus**

**Supervised by:**     Chorus President, Chorus Board of Directors

**Purpose of Position:** To develop and carry out artistic programming, collaborations and concerts that enhances the mission of the organization.

**Time Commitment:** Part-time salaried position. Flexible hours, evenings, and weekends.

**Chorus Mission:**     To make the arts accessible to all, and to present entertaining and enlightening musical programs that will enrich our community through acceptance and understanding of our diversity.

**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.

**2. Design, coordinate, and direct Chorus programming (50%)**

- Organize an annual performance schedule, including winter and spring concerts, Voices United concert, outreach concerts, quadrennial GALA Choruses Festival performances, and additional performances in conjunction with the Chorus Board.
- Design each concert performance, including theme development and integration of guest artists, ensembles, soloists and visual elements.
- Organize a 14-16-week rehearsal schedule at the beginning of each concert semester.
- Conduct weekly rehearsals, as scheduled, in preparation for concerts. Rehearsals will be 2 hours, plus up to an additional hour for small groups.
- Conduct informal auditions at the beginning of each concert semester.
- Coordinate the production of and distribution of rehearsal tracks for members, to be available in a timely manner.
- Seek technicians and musicians for each concert as needed and approved by Chorus Board.
- Audition, select, and coach soloists and small group ensembles as needed for concerts.
- Manage communication and planning details for Chorus outreach concerts.
- Schedule workshops and identify workshop presenters as approved by Chorus Board

**3. Provide supervision for music-related staff and volunteers (10%)**

- Audition and supervise the Principal Accompanist, and other musician staff. Provide recommendation to Chorus Board for candidates for Principal Accompanist. Provide evaluation of performance of staff to Chorus Board as requested.
- Communicate with the Accompanist regarding the rehearsal list, tempos and other performance details.
- Identify, coach, and supervise the activities of Chorus section leaders
- Communicate regularly with section leaders regarding vocal issues, repertoire to cover in upcoming sectionals and other musical needs.

#### **4. Communicate regularly with the Chorus Board and other Chorus leadership (20%)**

- Attend monthly Board meetings and provide an oral or written monthly report to the Board.
- Communicate any planned or emergency absence at rehearsals or Board meetings to Chorus President in a timely manner
- Communicate problems and concerns to Chorus Executive Board on a weekly basis, as needed.
- Evaluate code of conduct violations with Chorus Executive Board, as needed.
- Attend and provide input for Leadership retreats, as periodically scheduled.
- Participate in long range planning activities of the Chorus Board

#### **5. Facilitate the work of the Production Committee (10%)**

- Work with Production Committee to ensure that technical needs, venue contracts, blocking, costuming, and staging details for concerts run smoothly.
- Identify concert themes and collaborations that support the Chorus mission. Research and select appropriate music for the upcoming season.
- Ensure that current semester music is selected and purchased with the assistance of committee members and Treasurer.
- Secure new arrangements and performance rights where appropriate.

#### **6. Facilitate the work of the Finance Committee (5%)**

- Assist Finance Committee with preparation of annual budget.
- Coordinate performances that are in conjunction with fundraising projects.
- Assist with preparation of material for Annual Fundraising Campaign.
- Write narrative as needed for concert projects, work with grant writing staff on grant submissions.

#### **7. Facilitate the work of the other Chorus Board Committees (5%)**

- Work with Public Relations Committee to promote the annual concert season and additional events as scheduled.
- Assist Membership & Diversity Committee with membership recruitment efforts

#### **Required Experience, Knowledge, Skills and Abilities:**

- ✓ Demonstrated choral conducting experience with Bachelor's or Advanced Degree in music, or formal choral conducting training. Equivalent experience may be considered in lieu of formal training.
- ✓ Experience and willingness to work with LGBTQ+ affirming community in a safe environment for all.
- ✓ Outstanding musicianship with a broad knowledge of male choral repertoire, with an understanding of a diverse range of gender identities and voices.
- ✓ Ability to positively motivate and lead individuals and large groups is essential
- ✓ Excellent interpersonal and communications skills
- ✓ Availability to lead Chorus rehearsal on Monday evenings 6:30-9:30pm.
- ✓ An ability to work within electronic mediums: word processing, e-mail, social media, internet and intranet
- ✓ A good sense of humor is a plus.

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Approved by HGMC Board 10-18-2020