

HGMC AD Search Committee Report for September 30, 2020

Meeting held by Zoom on September 30, 2020 @ 8:30 pm

Present – Chris Aulbach, Bob Buyers, Steven Creps-Rougeau, Joseph Shapiro

Absent – Kyle Junk

- Agreed on Hiring Recommendations for Community Chorus Artistic Director from GALA Choruses as an outline for our process. Copy attached.
- Recommended updates to the HGMC Job Description – see attached.
 - To be presented to HGMC Board for approval at October 4, 2020 meeting.
- Criteria for job fit:
 - Demonstrated choral conducting experience with appropriate musical education 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.
- Job description for posting will be reviewed week of October 5
- Post job opening on available websites week of October 12
 - Chorus website
 - Email to mailing list
 - GALA Choruses website
 - Chorus America
 - American Guild of Organists
 - American Choral Director Association – PA chapter website
 - PA Music Teacher website
 - Temple University choral conducting teaching program
 - Affiliated/Partner Organizations
- Replies will be sent to president@harrisburggaymenschorus.org
 - Chris will reply to applicants acknowledging receipt
 - Chris will distribute CVs to search committee members
 - Search committee will hold applications as confidential information
 - May be able to set up a drop box for CVs to remain for search committee to review
- Search committee will meet on an ad hoc basis to review applications as they become available
- Search committee will set up interviews based on applications received
- When search committee has appropriate candidates audition will be set up with the chorus
 - This step may be limited by COVID 19 restrictions
 - May depend on whether we have appropriate candidates for January 2021
 - Not clear when we may be able to rehearse at this time.

Respectfully submitted to the board by Steven Creps, HGMC Treasurer, on October 3, 2020

Hiring Recommendations for a Community Chorus Artistic Director

Hiring Committee, Personnel Committee or Board Task Force

- Update or write AD job description (see GALA Choruses website for examples)
- Create criteria for job fit: required experience, education and characteristics
- Post job opening
- Post hiring information and job description on chorus website
- Collect and respond to applicants (recommend to only receive resumes by email so they can easily be distributed to Selection Committee)

Interview & Selection Committee

This committee should be made up of 3-5 individuals including professionals with experience as choral conductors (preferably from outside the chorus), individuals with experience in non-profit organizations, at least one board member and perhaps a singer representative from the Chorus.

- Review and rank resumes from candidates. See attached spreadsheet.
- Determine 3-6 applicants for an in-person interview by the Selection Committee. See attached handout for recommended interview questions.
- From these interviews, select 2-3 top candidates to audition with the chorus.

Artistic Director audition

While there is benefit in having chorus singers participate in the AD audition process, the chorus should not be the decision-makers in hiring an Artistic Director. Their role should be to serve as the audition choir, to meet the candidates, and offer their general feedback to the Selection Committee.

The critical review of each AD Candidate should be done by a committee of individuals trained in choral conducting and the attributes listed in the Selection Committee description above.

- Assign 1-2 pieces to the AD candidates or ask them to bring a piece to rehearse with the chorus (or both options).
- AD candidates should be asked to prepare brief vocal warm-ups, rehearse 1-2 pieces of music, and end their rehearsal time with a chance for questions from singers. Be clear about how much time the conductor has and ask them to plan and monitor their own rehearsal.
- Singers may fill out a feedback form on candidates (see sample) for use by the Selection Committee.
- The Selection Committee should rank each candidate during the audition process and meet following the auditions to select a recommended candidate.
- In most choruses the Selection Committee would recommend a candidate to the Board of Directors who is responsible for the actual hire.

Jane Ramseyer Miller, GALA Artistic Director in Residence

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