

# HGMC AD Search Committee Report for September 30, 2020

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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](mailto: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.

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Jane Ramseyer Miller, GALA Artistic Director in Residence

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