

# Harrisburg Gay Men's Chorus

## Interim Artistic Director Job Description

Reports Directly to:  
President of the Board of Directors.

### **Duties and Responsibilities**

#### **Prepare and Conduct the Chorus**

With input from the Artistic Committee, select music for concerts and outreach performances.

Prepare sufficiently to conduct the music competently and artistically.

Oversee all aspects of concerts. Oversee guest directors, guest artists and substitute pianists.

Lead scheduled rehearsals, retreats, performances both scheduled and outreach.

Choose Section Leaders. Empower section leaders to manage sectionals.

Attend rehearsals, musical retreats, and concert performances as scheduled, except in case of emergency or illness.

Work closely with artistic performers and/or musicians as necessary.

Work closely with committee members to prepare for a new Artistic Director by preparing the library, roster, artistic staff, and calendar.

Attend board meetings. Prepare a written report.

#### **Community Liaison**

Be aware of LGBTQ community issues.

Look for relationships to foster within the community.

#### **Professional Growth**

Attend conferences and workshops as possible within the Board approved budget for the concert term.

Network with other choruses and directors as able.

#### **Job Qualifications:**

Skilled conductor.

Ability to read open musical score.

Ability and willingness to conduct a multitude of genres.

Ability to understand and prepare an artistic budget within the means of the general budget.

Ability to work well with others.

Knowledge of vocal production and performance.

Knowledge of software for rehearsal recordings a plus.