

POSITION TITLE:	CHORUS Artistic Director	DATE: October 16, 2005	
REPORTS DIRECTLY TO:	CHORUS Board of Directors		

ACCOUNTABILITIES

1. Implement the mission and vision of CHORUS and work closely with the Board of Directors and Executive Director to support and promote the mission and vision
 - Envision a musical sound and presentation of CHORUS that is enhanced each season
 - Provide motivation for women to join and maintain their membership in CHORUS
2. Plan, design, organize, and present two major concerts annually as well as community concerts
 - Conduct the choir
 - Develop CHORUS members' musical skills through weekly rehearsals
 - Select music for CHORUS that supports the mission and vision of the choir
 - Work with the Executive Director and Producer to ensure expenditures are within approved concert budget
 - Coordinate with Producer and Executive Director on concert production
 - Reach out to concert audiences
 - Provide input on concert evaluations
 - Create and manage collaborations with other community arts organizations
 - Prepare Choir and assure conducting of community concerts
 - Develop content of concert program in coordination with Producer
 - Recruit and provide direction to the Music Committee assuring documentation of meetings and implementation of committee established goals and action plans
3. Recruit, select, hire, supervise and evaluate accompanists and section leaders
 - Work with Executive Director to review and update job descriptions for accompanists and section leaders
 - Recruit, hire, fire, supervise and evaluate accompanists
 - Recruit, train, evaluate and sustain section leaders
4. Collaborate with the Board of Directors and Executive Director to:
 - Formulate, implement and monitor annual and long range plans, goals, and objectives for Choir
 - Develop proposed concert budgets
 - Implement direction and policies for Choir
 - Facilitate communication between Board and Choir
 - Participate in the selection of the Executive Director
 - Attend monthly Board of Directors' meetings and retreats
 - Serve on the Board of Directors' committees as needed
5. Other duties as assigned by the Board of Directors

REQUIRED QUALIFICATIONS

1. Commitment to supporting growth and empowerment of women
2. Experience in conducting choirs
3. Experience in planning and implementing concerts, including creative programming skills
4. Ability to motivate individuals
5. Ability to mentor, develop, and supervise individuals
6. Excellent problem solving skills, written and oral communication skills, collaborative skills, and organizational skills
7. Ability to work independently
8. Ability to meet schedules, time lines and budgets
9. Basic knowledge of NAME OF CITY community organizations

PREFERRED QUALIFICATIONS

1. BA degree in music
2. Member of the Voice Care Network