

Artistic Director Minnesota Center Chorale

Minnesota Center Chorale (MCC) is a regional SATB community chorus of 50-70 adult singers drawn from throughout central Minnesota. We perform a mixture of classical and contemporary music in the local area and regularly partner with other local music organizations comprised of both youth and adults. All members are volunteers. The choir is a registered nonprofit organization.

Job Summary

Minnesota Center Chorale (MCC) seeks an Artistic Director. The successful candidate will be primarily responsible for the musical aspects of the organization. The Artistic Director will create and organize MCC's choral season, direct the chorale in rehearsals and concerts, communicate with current members, recruit new members, promote the chorale, and make organizational decisions in collaboration with the MCC Board of Directors. The successful candidate will actively participate in MCC activities and board meetings.

The Artistic Director is a paid independent contractor of the Minnesota Center Chorale. This position is accountable to and reports to the Board of Directors. Any tasks not included in this job description will be agreed upon by the Artistic Director and the President of the Board of Directors. A performance review will be conducted annually.

This is a part-time position. MCC rehearses weekly from September through May with 3-5 performances per season. The Artistic Director will join the Board of Directors for monthly meetings throughout the calendar year.

Salary will be commensurate with experience and education within the range of \$10-12,000.

Qualifications

Minimum Qualifications:

- A Master's degree in music, music performance, music education, or a related music field
- A concentration in choral or vocal music
- Ability to conduct both choral and instrumental ensembles simultaneously
- Piano/keyboard skills necessary to run a sectional or rehearsal including warm ups and the ability to play 4 parts
- 5 or more years of choral conducting and/or teaching experience

Desired Qualifications:

- A Doctoral degree in music, choral arts, or music education
- Experience directing a community choral ensemble

- Experience with and knowledge of pedagogical skills most effective for diverse voices of a wide range of skill and age level

Key Responsibilities/Essential Functions:

1. Programming

- a. Develop programming for the choral season in consultation with the MCC Board of Directors
- b. Develop the season's schedule of concerts in consultation with the Board of Directors
- c. Identify specific editions of choral and instrumental music required and order as needed
- d. Identify and develop collaborations with other musical groups and individuals
- e. Book venues with the assistance of the Operations Coordinator
- f. Create program notes in collaboration with the Operations Coordinator

2. Rehearsals & Performances

- a. Organize and conduct rehearsals and performances of Minnesota Center Chorale and ensembles
- b. Schedule rehearsals and prepare rehearsal plans
- c. Conduct scheduled rehearsals including weekly rehearsals and specially-scheduled dress rehearsals
- d. Prepare and conduct warm ups and sectionals within the rehearsal timeframe and with the assistance of the MCC Accompanist
- e. Conduct all MCC performances
- f. Create rehearsal tracks and provide example recordings for choir members
- g. Coordinate volunteer riser & set up crew.

3. Communication

- a. Communicate regularly/weekly with MCC members via email and notify choir members of any changes as needed. Email rehearsal tracks and example recordings.
- b. Communicate the rehearsal plan to the MCC Accompanist in advance
- c. Communicate rehearsal and performance information to all collaborating artists and groups
- d. Communicate with the Music Librarian about music needs and schedules
- e. Assist in the development and communication of organizational and concert-related publicity, including on social media
- f. Support and communicate fundraising and marketing efforts

4. Supervision

- a. Supervise the MCC Accompanist, giving repertoire and performance notes and providing appropriate feedback
 - b. Oversee collaborative musicians and groups
 - c. Provide music to the accompanist and musicians in advance, at least 2-6 weeks in most cases
 - d. Communicate with the Operations Coordinator to complete tasks
5. Membership
- a. Identify needs for new members
 - b. Recruit new members to MCC
 - c. Conduct auditions for potential new members
6. Other Duties and Responsibilities
- a. Prepare a monthly report for the Board of Director meetings with key updates.
 - b. Attend monthly MCC Board of Director meetings
 - c. Assist in the development of grants
 - d. Find a substitute when absent and salary will be prorated
 - e. Promote the values and mission of MCC

Physical Requirements

The successful candidate must be able to

- Stand for a minimum of 2 hours while conducting rehearsals and/or concerts
- Lift a minimum of 20 pounds
- Walk up a flight of steps at concert venues