



Choir School of Delaware

JOB DESCRIPTION

JOB TITLE: Choral Conductor/Teaching Artist
DEPARTMENT: Music
REPORTS TO: Executive Director/Head of School

FLSA STATUS: Non-exempt
EEO: 2
PREPARED DATE: 9/3/2024

SUMMARY: This position is for a skilled musician in the art of conducting choral ensembles and vocal health of all ages. This is a part-time role that coordinates with the Young Artist Program Manager and Executive Director to conduct the choral music program of the Choir School of Delaware.

EXPECTATIONS & COMPENSATION:

- **This role expects to require an average of 10 hours a week during the academic year and an average of 20 hours per week during the 5 week Summer Musical Theater Program.**
- Programming begins at 3:00 Monday-Thursday. Weekly rehearsals are generally Monday & Tuesday 5:30-6:30 and Wednesday 6:30-8:30 for thirty-seven weeks of the academic year.
- Dress rehearsals and performances are scheduled in addition to these rehearsal times, but are included in the expected weekly average hours worked.
- Summer program is up to 7 weeks of Monday - Friday 9:00-5:00 plus evening dress rehearsals and performances.

This role is critical to the success of the Choir School of Delaware program and is recognized as a high impact position. It will also have high community visibility and expectations. **For highly qualified candidates, annual compensation will be \$25,000.** Part-time staff are not benefit eligible.

APPLICATION PROCESS:

Please send a cover letter, resume (or CV), and a link to a video of a recent rehearsal by November 15th, 2024 to careers@choirschoolofdelaware.org.

- Please limit the video to 10 minutes, though 5 is preferred.
- Footage should be from the last 3 years
- No special editing or features are expected, i.e. simple raw footage is preferred.

Applicants will be screened and invited to interview and audition in front of the ensemble.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop and oversee the music curriculum during the academic year.
- Plan music, repertoire, and concert event schedules.
- Plan, conduct, and assist in rehearsals and performances. (accompanist provided for all rehearsals and performances)
- Establish meaningful and attainable goals for the choral music program in collaboration with music staff.
- Conduct appropriate classroom management procedures for all rehearsals and performances.
- Teach musicianship lessons that focus on melodic/rhythmic sight-singing, basic music theory, and vocal diction.
- Collaborate with the Young Artist Program Manager to plan, conduct, and assist in the Summer Musical Theater program.
- Perform role of Assistant Director and/or Conductor for Summer Musical Theater program.
- Help staff plan and lead concerts, events, and other programs.
- Promote interest and encourage participation by all students in music and mentoring programs.
- Identify students for leadership roles in the organization and community.
- Develop relationships with school and teachers as necessary to support students' musical development.
- Contribute to the recruitment of new students through visiting and networking with schools and choral organizations.

ADMINISTRATIVE DUTIES:

- Promote the mission and vision of CSD and its programs with families, volunteers, staff, other organizations, and the general public.
- Develop chorister and volunteer statistics, metrics, and narratives for grant requests and reports.
- Provide material for newsletters, articles, social media, and other communications.
- Meet regularly with the Executive Director, Young Artist Program Manager, and Collaborative Keyboardist for planning purposes.
- Collaborate with the Executive Director and Young Artist Program Manager to plan and execute the Music Budget.
- Survey grant and proposal opportunities for music program funding.

OTHER DUTIES:

- Develop collegial relationships with staff.
- Support staff as needed with ongoing activities and operations.
- Maintain a safe work environment and exhibit safe work practices for the CSD music program and participants.
- In concert with Executive Director, pursue select professional development necessary for the role.

- Attend continuing education activities relevant to the duties and scope of this role.
- Perform other duties as assigned.
- Flexibility to work outside normal work hours, as required.

MEASUREMENT:

- Timely and complete performance execution.
- Audience and student enrollment and growth metrics.
- Maintain confidentiality of CSD business matters.
- Follow-up on all inquiries within one business day.

TEAMWORK:

- Demonstrate and promote a spirit of cooperation and teamwork throughout the organization.
- Continually look for ways to improve our processes and ability to serve our internal customers and students effectively.
- Improve personal performance on a continual basis.

CONSTITUENT RELATIONSHIPS:

- Provide responsive, professional, and diplomatic customer service.
- Answer customer calls and correspondence quickly and pleasantly.
- Communicate with internal customers and students in a friendly, professional, and patient manner.
- Perform all duties with the goal of building and maintaining long-term relationships.
- Immediately address any internal customers and students' concerns and request the involvement of other personnel as required. Notify the manager of any major concerns and the action taken to resolve it.

SAFETY:

- Use and promote safe work practices in the office and in the community.
- Follow all company safety programs and report any non-compliance to your manager.
- Notify manager or Operations & Programming Manager of any unsafe conditions.

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree is required and Master's degree preferred in Choral Conducting and/or Vocal Music Education.
- Three to five years of experience within the industry of the performing arts.
- Vocal pedagogy proficiency required, youth voice experience preferred.
- Experience working with under-served communities is preferred.

- Experience in non-profit organizations or academia is preferred.

COMPUTER SKILLS:

- Experience with 365 MS Office Suite and Google Workspace.

CERTIFICATES, LICENSES, REGISTRATIONS: **Upon hire or completed within probationary period*

- DEEDS Certification
- CPR/First Aid
- Administration of Medication

LANGUAGE SKILLS:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, board members, students, internal and external customers, and the general public.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts and percentages. Ability to apply basic mathematical concepts.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office environment
- Community Center Program Space
- Rehearsal Spaces
- Performance Venues

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to use hands to play instruments.
- The employee frequently is required to stand, walk, sit, carry, and reach with hands and arms.

- The employee may occasionally bend, lift and/or move up to 20 to 50 pounds.

OTHER REQUIREMENTS:

- Ability to effectively express ideas orally and in writing.
- Ability to plan and implement verbal instructions.
- Strong organizational skills, recordkeeping, and planning skills.
- Strong sight-reading skills, ability to play open choral scores, ability to perform on a wide variety of keyboard instruments.
- Committed to the value of music and mentoring.
- Reliable and trustworthy.
- Able to take direction and lend a hand to others.
- Patient and flexible.
- Enthusiastic, easy going and enjoy the challenge of working in a small nonprofit organization.
- Ability to work effectively with CSD employees and students.
- Ability to read and interpret policy manuals.
- Professional appearance
- Willing to travel locally as required
- Able to prove U.S. Employment eligibility
- Ability to pass state mandated regulatory background checks.
- Valid state ID or driver's license
- Flexibility to work overtime/weekends, as required]

CONFIDENTIALITY / CONDUCT:

- May not divulge any confidential information.
- Will not engage in unprofessional conduct
- May not make changes in their Job Description, Standards of Performance, or quarterly objectives without consultation with manager and approved by the Director of Operations and Music.