

THE ST. JOHN'S BOYS' CHOIR

JOB TITLE
ARTISTIC DIRECTOR

CONTRACT
Full-time, 12-month

FUNCTIONS

The Artistic Director (AD), as the main point person and face of the organization, is responsible for the overall leadership and musical direction of The St. John's Boys' Choir (SJBC), including recruiting, programming, tour planning, rehearsals, and performances. The AD also serves as the conductor for the Concert Choir and is responsible for the development of the Junior Varsity and Training Choirs by providing guidance to the Associate Directors.

Internally, the AD reports to the Board of Directors and works collaboratively with staff to develop and carry out the mission and long-range goals of the organization.

Externally, the AD inspires others to support and implement the mission of the St. John's Boys' Choir.

QUALIFICATIONS

The AD should have strong vocal/choral pedagogy skills; have conducting, music literacy, and piano competency; the ability to teach children and has an understanding of the changing voice; strong public relations and marketing skills; strong computer proficiency including experience with Microsoft Office, Google Suite, and social media platforms; and strong managerial skills.

The AD must have a proven track record of choral/youth program development and possess excellent communication and organizational skills.

The AD must hold a baccalaureate degree (graduate degree preferred) with a focus in Choral Conducting or Music Education; should have at least five years' experience working specifically with boys in a choral setting; should have at least three years' experience in leadership and supervisor roles; and should have previous experience working with a Board of Directors and/or with a non-profit organization.

Program Leadership Responsibilities

- Develop and oversee annual rehearsal and concert planning and, in conjunction with the Executive Director, organize, plan, and prepare for Concert Choir & Junior Varsity Choir tours and assist staff with program related logistics including reserving venues, coordinating performance contracts and ensuring compliance and securing instrumentalists.
- Network with, and develop strong relationships with, arts organizations, music directors and local music teachers, administrators, and community groups to increase the visibility of the SJBC and promote collaborative activities and performances with these groups.
- Attract, recruit, retain, manage and inspire excellent musical leadership with all conducting and educational staff.

Conductor Responsibilities

- Oversees the musical operations of the Junior Varsity Choir and the Training Choir.
- Research repertoire, and in conjunction with other conductors, determine repertoire for all choirs and order all music.
- Oversee logistics and fulfillment of all approved artistic and educational programs.

Educator Responsibilities

- Oversee and nurture a supportive and high-quality musical learning environment for youth.
- Demonstrate a high professional standard and dynamic understanding of the boys' voice, vocal pedagogy, language and diction, and diverse musical styles and genres.
- Develop annual artistic and educational program ideas and appropriate curriculum.
- Manage the Comprehensive Musicianship Program and recruit and schedule piano, voice, and theory teachers.

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Administrative Responsibilities

- Prepare concert programs, recruitment materials, promotional materials, and others as necessary.
- Provide programming and budget information for grant applications in consultation with the Development Manager (DM).
- Clarify and implement budget needs for programs in consultation with the Finance and Operations Manager (FOM).

In Addition - The Artistic Director, with the rest of the staff, must be able to commit to the following:

- Modeling good behavior
- Physical set-up and dismantling of music rooms
- Supervision/safety of the boys
- Chaperoning tours/special events for Concert and Junior Varsity Choirs
- Communication amongst staff and with families
- Represent the organization well to the public
- Investigate professional development opportunities
- Support/contribute to the volunteer operations of the choir
- Agrees to and supports the mission statement of the choir
- Supervise student workers as needed

REPORTING AND ACCOUNTABILITY

The Artistic Director reports to the Board of Directors. The AD also takes part in a 360-review process (self-review and anonymous reviews of all other positions and their staff, respectively) through which accountability considerations can be filtered to the Board of Directors.

APPLICATION DEADLINE

May 15, 2021

A background check will be required for this position.