

# PORTLAND COMMUNITY CHORUS

## ARTISTIC DIRECTOR

**Our mission:** To develop artistic excellence and share a passion for choral music with our community through performance, education, and public outreach.

**About us:** Portland Community Chorus (PCC) is a not-for-profit 501(c)(3) educational organization of 100+ amateur singers committed to a high standard of choral performance, to community outreach, and to music education in the Greater Portland and surrounding areas of Southern Maine.

**Artistic Management Responsibilities:** The Artistic Director:

- Provides overall artistic leadership, vision, and direction to PCC
- Attracts, inspires, and retains a diverse group of singers
- Conducts auditions before each term, as needed
- Explores ways to stretch PCC's access to a broader cross-section of the concert-going public through inspired concert programming
- Conducts weekly rehearsals which include appropriate warm-up exercises and offers suggestions for healthy use of the voice as a musical instrument;
- Provides instruction in vocal and choral techniques designed to refine overall sound and tone quality
- Provides practice tracks for all parts, and any other links (e.g. YouTube) as needed;
- Oversees the Outreach Coordinator
- In the Spring, presents a comprehensive concert plan for the upcoming year to the Board for approval
- Auditions, selects, and prepares soloists and ensembles from within PCC, as needed
- Informs the Board of any absence and arranges for appropriate substitute(s)
- Supervises the accompanist and arranges for appropriate substitute(s), if needed, in the case of absence
- If instrumentalists are required for the greater enhancement of a planned selection, notifies the Board and works with it to secure contracts as needed
- Serves as liaison with other choral groups with which to partner for any planned joint performances
- Is a creative thinker, and an involved community member, whose passion will inspire collaboration with other choral groups, instrumental groups, or other directors.

**Organizational Responsibilities:** The Artistic Director:

- Communicates information in a timely manner with the chorus, the Board, and all others involved in concert preparation
- Attends Board meetings as needed to share vision, provide updates, and discuss upcoming seasons and concerts

- Collaborates with the Treasurer and Board to review and operate within approved or proposed budget
- Adheres to PCC by-laws and all policies in the exercise of duties and responsibilities.

**Time Commitment:**

- Weekly 2-hour (7:00 to 9:00 PM) Monday night rehearsals, mid-August to early May, at St. Mary's Episcopal Church in Falmouth
- One full-length concert presented twice each term (December and May) with a dress rehearsal the week before (either Monday or Wednesday) each concert weekend
- Fall Term runs from mid-August through the first weekend in December
- Spring Term runs from mid-January through the first weekend in May
- Annual Meeting, with dinner and business meeting, the third Monday in May.

**Preferred Experience, Knowledge, Skills, and Abilities:**

- Bachelor of Arts, or advanced degree, in music with emphasis on choral conducting preferred, or equivalent conducting experience
- Strong background in the study of the voice and techniques of vocal production, breath control, ear training, musical phrasing and diction
- Experience with the management of foreign language texts
- Familiarity with and enthusiasm for a wide variety of choral music literature
- Ability to balance strong leadership skills in a spirit of collaboration with the Board
- Strong communication skills, both written and verbal
- Positive and supportive attitude toward all members, regardless of age, gender, race, ethnic origin or socio-economic status
- Ability to balance fun and a sense of humor with the work in each rehearsal and performance.

**Compensation and Benefits:**

- Compensation is contractual, renewed annually
- Salary is set by the Board as part of the annual budget process.

*PCC is an equal opportunity employer. PCC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications.*