

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.