



PRINCE GEORGE CANTATA SINGERS JOB DESCRIPTION

MUSIC DIRECTOR

Role:

The role of the Music Director is to provide artistic leadership for the choir.

Responsibilities:

- 1) Plan concerts and other performances for the choir season in cooperation with the Board of Directors and in accordance with the mission and goals of the Cantata Singers organization.
- 2) May determine new members voice section placements within the choir.
- 3) Communicate expectations both in writing and verbally to choir members as necessary.
- 4) Prepare choir for performance in a manner that takes into consideration the various background, musical training, and abilities within the membership. Maintain an atmosphere of respect and encouragement within the choir.
- 5) Work with section leaders to identify and accommodate specific needs within each section.
- 6) Organize and schedule regular rehearsals, as well as extra rehearsals where appropriate. Distribute rehearsal schedule to choir members.
- 7) Recommend suitable rehearsal and concert accompanist(s) for hire to the Board.
- 8) Provide accompanist with music in a timely manner prior to rehearsals.
- 9) Select soloists and guest performers for concerts. Submit budget considerations for approval by the Board of Directors prior to finalization of contracts for paid performers.
- 10) Provide a report for every regular Board meeting either verbally or in writing. Maintain open communication and work closely with the Board of Directors to plan and execute the most effective programs possible.
- 11) Organize repertoire for outreach performances.
- 12) Conduct the choir for concerts, outreach performances, and special events.
- 13) Mentor the small a cappella group, Cantata Counterpoint (Choir for Hire), as needed.
- 14) Establish a special occasion base repertoire for choir members. Provide a 'suggested' list of music for special occasion coordinators to choose from. Suggested list to include a minimum of 3 pieces for weddings, 3 pieces for funerals, and other special events as possible.
- 15) Represent the choir in the community, attend arts, civic, and fundraising functions as a representative of the choir when requested to do so by the Board of Directors.
- 16) Expand the choir repertoire library within the scope of the annual music budget.
- 17) Work with the Board of Directors to plan and facilitate a semi-annual working choir retreat (Day Camp).