

Conductor Job Description

Overview:

The Conductor of the Missoula Community Chorus (MCC) is responsible and accountable for leadership, artistic operation and musical development of the chorus. The Conductor works in close consultation with the Board of Directors and the Chorus Manager, and is involved in all aspects of chorus operations and public relations.

The Conductor's responsibilities include but are not limited to:

Programming

1. Selects music and theme for each session in a timely manner. Repertoire selections for fall session will be finalized by July 15. Selections for spring session will be finalized by November 15.
2. Chooses a diverse performance repertoire
3. Selects repertoire that challenges and inspires performers
4. Selects repertoire that attracts audiences
5. Selects repertoire for special events such as outreach concerts and chamber chorale performances
6. Production of program notes for concerts

Musical Leadership

1. Prepares and directs rehearsals and performances
2. Attends at least 90% of rehearsals and provides adequate notice for absence
3. Maintains good interpersonal skills and positive atmosphere in rehearsals
4. Is dedicated to artistic achievement by amateur performers
5. Works with singers of varying levels of musical training
6. Is available to Chorus members for music-related issues
7. Demonstrates musicianship in interpretation and adaptations of pieces
8. Rehearses chorus in an efficient manner
9. Maintains good working relationship with accompanist
10. Selects and secures soloists and instrumentalists for concerts
11. Rehearses soloists and instrumentalists in preparation for concerts
12. Supervises all recording activities
13. Auditions all prospective members of the chamber chorale
14. Conducts chamber chorale rehearsals and performances
15. Evaluates singer readiness if there is a question of their preparation and determines eligibility for participation in performances

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Board

1. Serves as an advisory member of the Board of Directors at monthly meetings and annual retreats
2. Establishes rapport with all members of the Board of Directors
3. Maintains ongoing communication with Board of Directors and Chorus Manager

Operations

1. Collaborates with Chorus Manager in planning and executing special projects
2. Selects most appropriate venue for performances
3. Works with Chorus manager and/or other staff to determine performance stage set-up
4. Investigates cost-effective resources for music and instrumentalists
5. Follows and stays within the approved annual budget

Public Relations

1. Acts as a spokesperson for the organization and its mission via speaking engagements, public and social appearances and at fundraising events and solicitations
2. Fosters the development of good relations with other cultural organizations by participating in meetings and joint activities where appropriate

Professionalism

1. Maintains professionalism in all MCC activities and communications
2. Cultivates a strong working relationship with musicians and music educators in the community
3. Participates in musical and professional organizations locally and nationally

The Conductor shall receive an annual written performance appraisal given by the Chorus Manager in consultation with the Board of Directors. This review will be based on the individual's job description and occur before distribution of any bonuses or renewal of contract.