

Sacramento Gay Men's Chorus

Position:

Artistic Director

Job Location:

Sacramento, CA

USA

Submission Closing Date:

05/26/2023

Organization Website:

sacgaymenschorus.org

Position:

Part-Time

Salary:

- Hiring Salary Range: \$35,000 - \$42,000 annual compensation
- Actual compensation will be based on factors such as experience, skills, knowledge, and abilities.

ARTISTIC VISION and PERFORMANCES

- Design, coordinate, and direct innovative and compelling artistic programming that appeals to a wide range of audience members, singers, and donors to retain and expand the SGMC audience.
- Serve as the principal conductor of SGMC rehearsals and performances.
- Select repertoire for each concert, ensure music is ordered, coordinate completion of arrangements, orchestrations, practice tracks, and ensure compliance with all copyright laws.
- Select and supervise artistic contract employees.
- Oversee the audition, selection, and coaching of singers, soloists and small group ensembles (vocal and dance).
- Engage the Executive Director, Board, Production Staff, relevant SGMC Committees, Chorus, and Staff in planning and communicating the artistic vision for concerts and events.

PROFESSIONAL DEVELOPMENT

- Improve musicianship, technical proficiency, and performance capability of SGMC and its individual members.
- Audition new singers at the beginning of each concert cycle.
- Establish and maintain criteria for the abilities expected of new singers and establish the method for demonstrating these abilities in the audition.
- Identify, plan, and coordinate performance opportunities outside the regular concert cycle.

DONOR CULTIVATION and PUBLIC OUTREACH

- In conjunction with the Executive Director, serve as a public voice for SGMC as local, national, and international ambassadors.

- Assist in the development of strategic fundraising messages for the organization.
- Participate in fundraising and marketing activities, press events, and community relations opportunities as appropriate.
- Assist in the cultivation of major individual, corporate, and foundation gifts as appropriate.
- Participate, as needed, in public visibility and donor cultivation activities.
- Serve as a representative to GALA and other appropriate professional and/or community groups; attend meetings, workshops, and conferences.

COMMUNICATION AND INVOLVEMENT

- Attend Board meetings and retreats and provide a monthly report to the Board.
- Attend Staff and Chorus committee meetings as needed.
- Ensure consistent communication with Chorus leadership and committee chairs, the Executive Director and Board on related activities.

LEADERSHIP

- Anticipate and prepare for opportunities to positively impact the community on existing and emerging social justice challenges.
- Continue to engage in ongoing development of professional and interpersonal skills.
- Retain and grow SGMC audiences through the creativity of SGMC productions and outreaches.
- Provide strong fiscal leadership in the development and adherence to production and artistic budgets.

Description of Position Minimum Qualifications:

- Bachelor's Degree in Music or equivalent competency.
- Three years of experience with choral conducting and programming.
- Experience conducting or working with a community-based chorus and with singers of various musical skills and experience.
- Knowledge of vocal technique and pedagogy.
- Passionate in supporting the LGBTQIA+ community.
- Knowledge of current trends within the choral and musical/artistic community.
- Commitment to working with and in diverse communities
- Ability to provide strong leadership skills as well as balance work requirements within a team setting.
- Strong communication skills, both written and verbal.

Description of Position Preferred Qualifications:

- Master's or Doctorate Degree in Music or equivalent competency.
- Eight years of experience with choral conducting and programming.
- Experience with music arrangement or composition.
- Experience with staging musical productions.
- Experience with non-profit budgets, financial and concert revenue planning.

Information Required to Apply: Submit to ADSearch@sacgaymenschorus.org no later than May 26, 2023

- Submit Cover Letter and Resume (or Curriculum Vitae).

- Please provide samples of previous concert programs conducted including, if desired, a statement regarding this programming.
- Minimum 3 professional references, current contact information and their relationship to you.
- Optional - submit a video recording of no more than five minutes of a past performance demonstrating your conducting technique and style.
- Additional materials may be requested after initial review.

Be prepared to discuss:

- What does Equity, Access, and Belonging mean to you?
- How have you practiced these values in your previous relevant roles?
- How will you practice these values as Artistic Director for SGMC?
- How your experience prepares you to be SGMC's Artistic Director and how you will use your skills and experience to support and expand our Mission and Values.
- Describe your process for inspiration and ideas for programming concert music.



JOB TITLE: Artistic Director

REPORTS TO: Executive Director

GENERAL PURPOSE OF POSITION: Under the general direction of the Executive Director (ED), the Artistic Director (AD) will provide the oversight and expertise necessary to promote musical artistry and musical excellence of all performances under the SGMC brand. The AD's primary areas of focus will include developing a rolling two-year performance plan of visionary show concepts, choosing, developing, and maintaining various repertoires, planning and executing rehearsals, overseeing production details to aid in ensuring the vision is achieved, and serve as an essential member of the leadership team for the organization. This position supervises the principle accompanist and any other future positions created for the artistic functions of SGMC. This position requires a high degree of initiative, independence, and professionalism.

ESSENTIAL DUTIES, RESPONSIBILITIES & EXPECTATIONS:

General

- Foster an environment of transparent, collaborative communication with the whole organization including paid and volunteer staff, the Board of Directors (BOD), committee chairpersons, section leaders, and section coordinators. Be accessible and approachable to chorus members both in person and in email/digital communications.
- Responsible for the artistic vision and overall growth in artistic quality of SGMC.
- Accountable for all artistic and musical decisions.
- Submit a monthly report to the ED to keep them and the BOD informed, attend BOD meetings as requested by the ED.
- Serve as artistic liaison to GALA Choruses, attend meetings, workshops, and conferences sponsored by GALA, and develop a musical performance program for SGMC's performance at their quadrennial GALA Festival.
- Work independently or with others on SGMC projects outside of rehearsals. The AD can reasonably expect the time commitment not to exceed 100 hours per month. This position is compensated on a per hour basis and hours will vary on a weekly and monthly basis depending on operational needs. Time off must be approved by your supervisor and requested in advance; this position does not include any paid vacation time; this position includes 3 paid sick days per year.
- Maintain archival copies of music and/or ensure music library is preserved.
- Maintain high standards of privacy and confidentiality required in all aspects of the work and communications of SGMC and its members.
- Required to attend occasional out-of-town events for SGMC; expenses incurred by employees on official business will be reimbursed as authorized by the BOD.
- Other duties as assigned by the BOD or ED.

Performance and Production

The AD serves as the primary individual responsible for creating the visions and concepts for two major shows each fiscal year. Additional commitments of the full chorus need to be approved by the ED and BOD. The BOD has directed that the AD must have a written performance plan in place for a minimum of two years in advance to ensure the success of strategic planning for the organization. The performance plan needs to be updated on a rolling forward basis and concepts provided timely to the BOD and ED for administrative planning.

- Select the repertoire related to your conceptual vision for the chorus and small ensemble for timely distribution to members.
- Facilitate providing tools to singing members in a timely manner, such as rehearsal tracks, to aid them in learning the repertoire outside of rehearsals.
- Responsible for maintaining SGMC compliance with all copyright laws and licensing requirements associated with use and performance of repertoire.
- Set the rehearsal and performance calendar for timely communication to members.
- Develop specific chorus rehearsal plans to run time-efficient and productive rehearsals.
- Responsible for maintaining the quality of the singers in the group by enforcing minimum expectations for musicality through auditioning new potential singing members and evaluation of existing singers.
- Responsible for the selection of and frequent communication with section leaders and section coordinators.
- Select the choreographer when applicable, negotiate the fee, and submit to the ED for approval and execution of a written contract.
- Act as a liaison to the Production Committee for cohesion with the Artistic Vision of shows.
- Collaborate with the ED and BOD to submit proposed production related contracted vendors and negotiated fees for approval and execution of written contracts. These contractual matters include but are not limited to those associated with choice of performance venues, lighting and sound, partnering with community organizations, agents, promoters, presenters, touring groups, ensembles, musicians, singers, and rental organizations.

Budgeting, Marketing, and Fundraising

The AD's budget, marketing, and fundraising responsibilities are limited. The ED is ultimately responsible for maintaining adherence to the BOD-approved budget for the organization and SGMC's marketing strategy. The AD's responsibilities for these three areas are as follows:

- Provide input to the ED and BOD for the annual budget process for estimated production costs for the show concepts for the following year.
- Work with ED to maintain production budget accountability.
- Participate in and provide support for the organization's annual fundraising initiatives.
- Create written content related to current and future show concepts as requested by the ED for inclusion in marketing and fundraising materials.

PREFERRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to work collaboratively with many individuals and approach opportunities with innovation and creativity. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- A Master's Degree in music, emphasis in choral conducting; combination of education and/or comparable work experience may be considered in lieu of secondary degree.
- Consummate and expert knowledge of singing and vocal production.
- Demonstrated success in directing other choruses.
- Experience in arranging choral music.
- Demonstrated leadership style that successfully balances high expectations with an encouraging, nurturing personal approach.
- Experience working with a community-based chorus made up of amateur singers.
- Experience working with community-based art and/or LGBTQ organizations.
- Experience in planning and executing cohesive concert programs that are entertaining and characterized by high artistic and production values.
- Commitment to working in a team environment and proven ability to meet deadlines.
- Demonstrated understanding of the role that arts and culture play in social change.
- Demonstrate desire and sensitivity to work in diverse racial, ethnic, cultural, sexual orientation, gender identity, and religious settings with commitment to diversity in the workplace.
- Excellent oral and written communication skills.
- Knowledge of chorus management software programs.
- Development and fundraising experience with a non-profit arts organization.
- Demonstrated ability working in all aspects of Gmail, Google Calendar, Google Drive, Google Docs, and Google Sheets.
- Flexibility of work schedule required; hours will vary.