

**Newburyport Choral Society
Music Director Job Description**

- I. Position Title: Music Director
- II. The Music Director provides overall artistic vision, and direction and supports the mission of the Choral Society in collaboration with the Board of Directors and members. (IV.2.B.7. Of the Society's Constitution)
- III. Position Requirements
 - a. A Masters Degree or higher in Choral Conducting, or related field from a recognized university.
 - b. Minimum of five years experience conducting choruses equivalent to the Newburyport Choral Society that have performed major choral works at a professional level with professional orchestra and soloists.
 - c. Experience in all aspects of planning, rehearsing, and conducting choral music concert performances including development of orchestral arrangements when necessary.
 - d. Instructional skills in the use of best practices in vocal production and vocal techniques.
 - e. Extensive knowledge of choral literature, including languages used in the choral repertoire, the historic and stylistic aspects of different periods of music, and knowledge of both traditional masterpieces and contemporary works.
 - f. Commitment to support the growth and development of the Choral Society and efforts to engage children, youth, and the community in choral singing.
 - g. Ability to teach, motivate and inspire choral members, and to attract and retain musical talent.
 - h. Effective written and verbal communication skills.
 - i. Ability to work effectively with the BOD and as a member of a team.
 - j. Ability and willingness to represent the Choral Society with funding sources, donors, supporters, and the community.
- IV. Accountability
The Music Director is accountable to the Board of Directors of the Newburyport Choral Society and reports to the BOD through the President.

V. Responsibilities

- a. Provides overall artistic direction and develops the artistic vision for the Choral Society in collaboration with the BOD and in accordance with the organizational mission.
- b. Responsible for chairing the Music Committee in the development of music programs for Society concert performances/events and overseeing the NCS Betty Gillette Scholarship. (Music Committee – Schedule D of the Constitution)
- c. Recommends music programs for concert performances for two concert seasons in advance to the BOD for approval to enable appropriate planning by the BOD.
Note: A concert season consists of a fall concert and a spring concert.
- d. Recommends, prepares and presents operating budgets for concert performances within the financial parameters defined and approved by the BOD.
- e. Selects an accompanist for the Society, subject to approval by the BOD as needed.
- f. Recruits and selects professional musicians and soloists required for the Society's concert performances subject to the constraints of the Society's budget and approval of the BOD.
- g. Conducts rehearsals of chorus members and professional orchestra and soloists in preparation for concerts. Maintains proper conduct of the Chorus and all musicians at all rehearsals and performances.
- h. Prepares the program and conducts the Annual Summer Sing and presents a pre-sing talk.
- i. Prepares program notes and conducts concert performances, and special performances as needed such as pre-performance talks within the timelines defined by the BOD.
- j. Serves as *ex officio* member of the Board of Directors and collaborates with the Executive Committee.
- k. Participates in fundraising, grant preparation, public relations, annual meetings, annual BOD retreats and choral events.