

Airdrie Community Choir

Position: Artistic Director

Authority and Responsibility

The Artistic Director is responsible for the artistic endeavors of the Airdrie Community Choir for the season, functioning within the Association's Policies and Procedures.

Requirements

Requirements for the position of Artistic Director include:

- **University Degree in Music or equivalent experience**
- **Knowledge and Skills in the area of conducting choral music**
- **Communication with the Board of Directors on a regular basis**
- **Attendance at Board Meetings unless otherwise notified**
- **Attendance at the Annual General Meeting**
- **Strong organizational and time management skills**
- **Good public relation skills**
- **Self motivated**

Benefits

The benefits the Artistic Director can expect include:

- **Conducting Experience**
- **Involvement in local and artistic communities**
- **Honorarium based on experience and education**

Term

The Artistic Director is hired, by the Board of Directors, after submission of an application, and successful completion of an audition. A contract will be completed, and signed by both parties, for each season (June 1 to May 31), and renewed annually in May. The Artistic Director will remain in this position until the Board of Directors, or the Artistic Director, wish to terminate the arrangement. Resignation requires written notification, to the Board of Directors, three months before the spring concert. Termination requires written notification, to the Artistic Director, and is effective immediately. Any honorarium owing will be paid out immediately.

General Duties

The Artistic Director must:

- **Create and implement the artistic vision for the season**
- **Determine repertoire**
- **Present an Artistic Director's Report at the Annual General Meeting**
- **Assist with the preparation of the season planning portions of grant application(s)**
- **Co-ordinate season details with the Board**
- **Create the rehearsal schedule, including extra practices**
- **Lead all rehearsals**
- **Arrange to hire and compensate a replacement conductor, when unable to attend scheduled rehearsals**
- **Adhere to rehearsal start and stop times**
- **Plan auditions and assign solo parts according to the soloist policy**
- **Decide whether to accept new members late in the season**
- **Determine any individual's readiness to perform (attendance, ability, etc) and discuss the same with the individual member**
- **Determine the seating plan for the group**
- **Select performance opportunities, in consultation with the board and the membership. At a minimum the choir shall perform at Airdrie Remembrance Day Ceremonies (Nov 11th), 3 performances for Christmas including Singfest and 2 Annual spring concerts**
- **Plan the programs for all performances**
- **Communicate technical support requirements (ie. Lighting, Audio-Visual equipment, microphones, speakers props, etc.) for each performance to the Concert Manager**

- **Act as choir spokesman for all artistic issues**
- **Assist in public relation functions to maximize recognition and appreciation of the choir**
- **Be a visible and active part of the community**

Reporting Relationship

The Artistic Director reports directly to the Board of Directors

The Artistic Director will serve as a non-voting member of the Board of Directors

Evaluation

In January, of each season, the Artistic Director, and the Board of Directors, will exchange feedback, and address what is working, and what needs improvement or change.

Review and Approval Date

The Board of Directors annually reviews the Artistic Director Job Description

Please Note: This is a living document. It is intended to be changed, and updated, as circumstances warrant. Your duties and responsibilities may include items not specifically listed, but required to fulfill your main objective. Please make note of any such discrepancies, and report them to the board so that this document may be revised accordingly.

Approval Date: August 28, 2016

Next Review Date: August 2017