

WILLIAMSBURG CHORAL GUILD

Artistic Director and Conductor

The Artistic Director and Conductor ("Director") is the artistic and creative leader of the Williamsburg Choral Guild ("Guild"). As such, the Director plans, develops, and executes the artistic repertoire of the Guild taking into consideration the goals of the Guild with regard to our community, our audiences, our membership, and our strategic plan. Reporting to the Board of Directors, the Director is an *ex officio* member of the Board. The Artistic Director Position is a part-time independent contractor engagement which is renewed annually.

Duties and Responsibilities

Program

1. Plans, develops and executes the artistic program for the annual concert year, which runs from July to June and includes a minimum of three concerts.
2. Provides the Board each January with a proposed musical program for approval for the following concert year.
3. Conducts auditions for potential new members and, as needed, for continuing members.
4. Conducts all performances and rehearsals.
5. Identifies and engages soloists, instrumentalists, and guest lecturers for performances and rehearsals, as needed.
6. Identifies rehearsal accompanists with approval and engagement by the Board.
7. Collaborates with Music Librarian for acquisition of vocal and instrumental music scores.
8. Works with Concert Coordinator in the acquisition of venues.
9. In the event of a needed absence from a scheduled rehearsal or concert performance, secures a competent substitute director for approval by the Board.

Budget

1. Presents a preliminary artistic program budget proposal to the Board for the following year no later than January 15th of the current season. The proposal includes cost estimates for each concert related to:
 - a. music acquisition
 - b. engagement of vocal soloists, instrumentalists, and lecturers
 - c. potential performance sites
 - d. accompanists
 - e. instrument rental
 - f. Other pertinent costs
2. After consultation with the Board, presents a final budget proposal for the following concert season. Receives an approved artistic program budget for the following concert season no later than April 15th of the current season.
3. Monitors current year budget and expenses and makes changes, as needed, within the budget provided. May exceed the total budget provided only with express permission of the Board.

Advancement

1. Assists with development, fundraising, and publicity efforts of the Guild.
2. In consultation with the Board, is available for interviews and other media opportunities.

Additional Responsibilities

1. Attends all Board meetings.
2. Actively recruits new members for the Guild.
3. Provides developmental opportunities to strengthen the musical skills and abilities of the members and the overall quality and tone of the chorus.
4. Participates in the preparation of materials for the concert program.

Minimum Requirements

- Master's degree in music.
- Three years' experience in conducting college/university, community, and/or religious vocal ensembles.
- Evidence of excellent understanding of vocal techniques and diction.

Preferred Experience

- Significant conducting experience with advanced choral repertoire including orchestral accompaniment.
- MA or DMA in Choral Conducting.