



## **Artistic Director Job Description**

### **Objectives**

To nurture the Guelph Chamber Choir with high standards in choral performance through quality choral literature performed with skill, integrity and an understanding of style and performance practice, and to move the listener and performer to a heightened sense of appreciation of the music.

### **Programming**

- Seek out high quality literature from the canon of historical masterworks
- Explore recently composed literature that merits performances
- Foster the creation of new music
- Provide new forms of presenting choral music to the public.
- Challenge the singers with a variety of choral music.

### **Plan concert season**

- Plan an appropriate number of concerts for a yearly concert season. Historically, this has been 4 to 5 concerts per season of which at least one would be with orchestra (see website at [guelphchamberchoir.ca](http://guelphchamberchoir.ca) for previous concert details)
- Determine the repertoire for each concert and find sources for each piece of repertoire.
- Hire soloists as required and negotiate fees with them or their agents.
- Plan and assign solo repertoire to section leaders or other choir members.
- Determine the instrumental resources required for each concert and oversee the hiring of required instrumentalists
- In conjunction with the Administrator and the Treasurer, present an artistic plan and budget for the Board's consideration and approval.

## **Rehearsals**

- Plan rehearsal needs and schedule for the season
- Prepare performance material for choir and instruments if necessary.
- Plan individual rehearsals in detail.
- Prepare for each rehearsal through a thorough understanding of the music, its background, context and meaning in relation to the text.
- Conduct well planned, coherent rehearsals that achieve a sense of accomplishment.
- Fulfil role of educator as well as rehearsal conductor.
- Inspire singers to give their best during rehearsals.

## **Concerts**

- Determine details of concerts including rehearsal times, venues, solo numbers, dress code, directions and, when necessary, arrangements for accommodation
- Assist in providing information re the above to choir members, soloists and instrumentalists.
- Select appropriate venues for each concert.
- Plan technical requirements for the River Run Centre and other venues
- Plan dress rehearsals for various venues.
- Conduct concert repertoire at performances.
- Plan, research and give commentary between repertoire selections where appropriate.

## **Personnel requirements:**

- Promote the Guelph Chamber Choir locally, provincially and nationally and in provincial and national organizations.
- Gather concert and performer information for grant applications and filing of artistic reports.
- Assist with the writing of grant and foundation applications and sponsor request letters.
- Assist with the writing of thank you notes for donations received by the GCC, where required.
- Assist the Administrator and Treasurer with the planning of budgets for grant applications.
- Assist with the design of the season's brochures, posters and other advertising material.
- Assist with the planning of photographs taken for promotional purposes, and the creation of press releases and other promotional materials.
- Give interviews with the press and other media as required.
- Attend conferences and workshops for professional development, with the approval of the Board of Directors. Expenses for such are to be covered by the GCC.
- Plan workshops for the GCC and/or community choirs to enhance their development.
- Consider recording opportunities for the choir and rehearse and conduct repertoire for such recordings.