

MUSIC DIRECTOR

Glen Ellyn-Wheaton Chorale (GEWC)

Location:

College Church, Wheaton, Illinois

(Not an official function of College Church. Rehearsals and concerts are held at the facility)

Type of position:

Artistic/part time

Application Deadline:

Friday, March 26, 2021

Essential Duties and Responsibilities:

The Music Director is responsible for artistic operations of the Glen Ellyn-Wheaton Chorale, a 501(c)(3) non-profit arts organization, ensuring that the organization fulfills its mission to promote culture and acceptance through excellence in musical performance and education.

The Music Director

- Develops and communicates programmatic vision for the entire concert year, determining concert repertoire which best responds to the needs of the Glen Ellyn-Wheaton Chorale (GEWC) organizational mission, budgetary scope, singer ability, singer development, and audience engagement.
- Coordinates with the Accompanist/Ensemble Director music selections for the Ensemble to ensure a cohesive concert.
- Directs the GEWC rehearsals and performances. Manages weekly full chorus rehearsals in partnership with the rehearsal accompanist, ensuring a high level of singer engagement and education throughout the rehearsal process. In the event of an absence from a rehearsal, secures a substitute.
- Conducts vocal placement interviews for new members and auditions for soloists.
- In collaboration with the GEWC Board, determines appropriate performance schedule for GEWC, including venue and number of performances per concert.
- Develops vision for the physical production of each concert in collaboration with the 2nd Vice President(s) for staging/decorations/technical/choreography. Works with the Music Librarian for pulling of music. Works with booking chair to confirm outreach performance dates/times.
- Participates and assists in the development and implementation of future touring initiatives, in collaboration with the Tour Committee and Board, including but not limited to regional/international collaborations with other choruses.
- Is responsible for public appearances on behalf of the GEWC, including but not limited to GEWC-sponsored fundraising events, other events in the arts communities, media interviews, singer recruitment events, and donor cultivation opportunities with individuals, corporations, foundations, or government agencies.

- Assists in the development of current and long-term organizational goals and objectives, as well as policies and procedures for GEWC artistic operations. Establishes plans to achieve goals set by the Board and implements policies, subject to approval by the Board.
- Builds and maintains relationships with other local and national arts organizations and attends continuing education courses to keep up-to-date on changes in the music community.
- Develops music and musician budgets for the year.
- Secures special musicians as needed within budget constraints and communicates such to the Board.
- Updates Director's blog on the GEWC website.
- Develops strategy for singer retention and recruitment in collaboration with the Board.
- Follows policies and procedures set forth by the hosting site (College Church-rehearsal and performance site, not affiliated with the church)) and corporate bylaws.
- Attends and participates in all Board meetings and helps the Board perform an annual program and membership evaluation. Attends other meetings as deemed necessary.
- Provides a self-evaluation of performance year, and participates in an annual performance evaluation.

Core Competencies:

To perform effectively in this position, the individual should demonstrate the following competencies which represent effective administration of the Glen Ellyn-Wheaton (GEWC) and its programs, fulfilling GEWC's mission.

1. **Job Knowledge:** The Music Director (MD) understands the technical aspects of managing a company of singers and musicians, as well as working within a nonprofit organization. He or she has the musical background required to improve the quality of vocal production of individuals and ensembles. The MD is an excellent, accomplished choral conductor, adept at a wide variety of musical styles. The MD understands the duties and responsibilities of the position, remains up-to-date with best practices, clearly understands the mission of the organization, and continuously works to promote GEWC and achieve its goals.

2. **Communication:** Strong written and oral communication skills are critical. The MD communicates effectively with multiple audiences using a variety of formats. Examples of oral communication include working with singers who may have varying level of pre-existing musical knowledge, inspiring audiences from the stage in performance or at special events, and communicating institutional vision to funders. Examples of written communication include program letters, weekly emails to internal singers, and concert descriptions for Board and singers, as well as updated "Director "Notes" on the GEWC website.

3. **Charisma:** As the primary face of GEWC to the organization's many audiences, it is critical that a successful candidate can delight, entertain, and charm a wide range of constituents, from occasional ticket buyers to long-time supporters and from deeply committed members of the GEWC community.

4. **Management:** Successful candidates will have strong organizational management skills. The MD will be comfortable in a hands-on role, willing to do tasks necessary to execute the job successfully. He or she will build solid rapport with Board members, volunteers, and hired musicians. The MD will also be responsible for establishing a budget each year and working within it.

5. **Initiative:** The MD looks ahead to the future growth of GEWC by developing strategies and visions that help build the organization's existing resources so that it may continue to thrive, assessing opportunities for growth on an on-going basis. From interactions with GEWC's members, donors, sponsors, grantors, audience, Board and staff, as well as others in the nonprofit sector, the MD recognizes and brings to the attention of the Board members challenges that may affect the organization. The MD displays initiative in developing action plans and resolving problems as they occur, in consultation with the Board president, and other members of the Board.

6. **Dependability:** The MD is relied upon to remain conscientious and thorough with respect to accurately achieving the organization's goals. He or she ensures each concert achieves the highest level of artistic excellence possible.

Education and/or Experience:

A successful candidate will have strong training in chorale conducting. An undergraduate degree is required, and the attainment of an advanced degree is preferred. The MD must possess the above skills, knowledge and qualities with at least three years' experience successfully leading a chorus.

Work Schedule/Travel:

The GEWC organization operates on a fiscal year ending July 31. The GEWC produces four major concerts, typically two in December and two in May. GEWC also produces at least 2 outreach performances in the community, fundraising events for the GEWC, and attends community venues, festivals and other community involved events. The Chorale holds rehearsal every Tuesday evening during the season, as well as additional rehearsals prior to concerts if needed. He/She holds member auditions twice a year or as needed. Working hours are flexible as activities demand (e.g. more during the lead up to concerts and events, few in weeks/months between concert cycles). The Board meets on a monthly basis, one evening each month. During the COVID pandemic, we have been holding virtual Zoom meetings once a week and the shutdown has underscored our continuing need to embrace new and developing technology and digital tools to communicate with our current stakeholders, as well as enhance our educational activities and outreach efforts to attract new, more diverse audiences now and how we will remain relevant for the next 100+ years. He/She must be willing and able to travel to attend occasional conferences, training, and other events as required to fulfill the responsibilities of the position. He/She must be willing and able to travel both regionally and internationally for concert performances.

Physical Demands:

While performing these duties, the MD is regularly required to sit, stand, walk, speak and hear. The position requires occasional computer use so the individual must have sufficient hand

dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Compensation and Benefits:

Compensation is commensurate with experience; this is a non-benefits eligible position. The new Music Director is expected to start by June 2021 in order to begin first rehearsal on September 7, 2021.

Application Procedure:

Feel free to review the GEWC website (gewchorale.org) to obtain more information about our organization. Please send a letter of interest, a resume, salary expectations, and a list of references we can contact to recruiter@gewchorale.org no later than March 26, 2021. No phone calls please.

The Glen Ellyn-Wheaton Chorale does not discriminate against any person based on race, color, gender identify or expression, sexual orientation, religion, age, familial or marital status, veteran status, non-job related disability or any other basis protected by applicable federal, state, or local laws.