

# NJCS

<b>Adopted by Board of Directors 5/14/19</b>	
<b>Job Title:</b>	<b>Artistic Director</b>
<b>Reports To:</b>	The NJCS Board of Directors
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Masters degree in choral conducting, preferred.</li><li>2. Demonstrated conducting skills, and ability to elicit musical excellence from the group members.</li><li>3. Experience with time and personnel management, communication, teaching/instruction, program planning from vision to performance.</li><li>4. Ability to network successfully to increase visibility at the community and state-wide levels.</li><li>5. Extensive knowledge of choral repertoire, and demonstrated experience in dynamic concert programming.</li><li>6. Ability to employ sound and effective choral pedagogy that results in excellent performances.</li><li>7. Ability to engage and challenge singers within the context of a rewarding and satisfying rehearsal atmosphere.</li></ol>
<b>Compensation</b>	Commensurate with experience
<b>Time Off</b>	One absence from rehearsal per semester; additional time as approved by Board; Artistic Director reports to Board President.

## **Organizational Description:**

As its mission, NJCS seeks to engage, enrich and inspire NJ audiences through performances of high-quality choral music.

NJCS is 32-voice community chamber choir comprised of volunteer singers who have passed an audition process by displaying significant talent/potential. The choir is well-respected in the community, and has developed a strong reputation for artistic excellence. Most recently, NJCS released its first commercial recording of Mozart Requiem with Affetto Records, distributed internationally by NAXOS. The singers possess a wide array of talents beyond the music. They take pride in the ensemble, and are very active in the organizational & administrative side of the organization.

## **Expectations:**

- Engages and participates in an ongoing relationship with current and prospective patrons
- Maintain the current high standard of performance and continue to improve the ensemble's musicality
- Creative vision that seeks to grow from past years and move forward with audience, membership, repertoire and quality
- Strong and supportive connection to members of the group

- Connection to musical community, acting as a spokesperson for the group, under the guidelines set forward by the Board.
- Work with chorus, board and volunteers to promote a positive atmosphere of community within the organization.
- Supervise all artistic aspects in the choice of repertoire, instrumentalists and soloists, and concert venues. Designs each concert program including theme development and integration of guest artists, ensembles, soloists and visual elements.
- Plan and develop rehearsals in conjunction with the accompanist and assistant conductor in order to make each and every rehearsal productive and meaningful.
- Organize performance schedule, evaluate chorus members, soloists, visiting performance sites; work actively with the performance committee to determine locations.
- Recruit, select and mentor a minimum of one assistant/associate conductor per year to mentor per bylaws.
- Work with, supervise, and coach the accompanist.
- Develop an annual comprehensive artistic plan that in collaboration with the board provides the basis for the annual budget.
- Collaborate with the board and subcommittees in developing marketing campaigns and publicity for the group and grant application.

### **Responsibilities:**

- One 2.5-hour evening rehearsal (currently Tuesday) evening between the months of September and May
- Schedule recording sessions, additional rehearsals and dress rehearsals as necessary; organizes and supervises all recording activities, including review, editing, and release
- Prepare a draft schedule for rehearsals/concerts no later than the annual meeting
- Ensure that current season music is selected and available to all members at the first rehearsal of each semester.
- Provides overall leadership to the chorus, soloists and instrumentalists.
- Conduct auditions for open positions in conjunction with membership committee.
- Create a listening link or practice CD's for members to utilize to practice
- Prepare scores for chorus, instrumentalists, and soloists
- Write program notes for each concert; consult on program books, posters and marketing pieces.
- Provide monthly updates and report to the board regarding the status of artistic programs and projects.
- Provide annual report and three-year vision to the membership at annual meeting.
- Complies with the annual budget.
- Collaborate in the completion of grant applications.