

**Clarence Smith Community Chorus**  
**Assistant Conductor**

**Organization Overview**

The Clarence Smith Community Chorus (CSCC) is an award-winning community chorus entering its 50th season of artistic excellence in Toledo, Ohio. The ensemble is recognized for high-quality performances of classical choral literature, spirituals, and works by African American and underrepresented composers, while fostering musical growth, collaboration, and community engagement. Appreciation for the African American choral tradition, spirituals, and culturally diverse repertoire is highly valued.

**Position Title**

Assistant Conductor

**Contract Period**

Ten-month contracted position (August–May), renewable each season upon mutual agreement.

**Reports To**

Director of Music

**Position Objective**

To assist the Director of Music in advancing the artistic mission of the Clarence Smith Community Chorus through rehearsal leadership, vocal instruction, musical preparation, and collaborative artistic support.

**Minimum Qualifications**

Bachelor's degree in music or comparable experience leading and conducting a choir performing a diverse and inclusive repertoire

Vocal pedagogical experience

Experience conducting vocal ensembles

Strong leadership, communication, and listening skills

Excellent analytical, organizational, and collaborative skills

Ability to work effectively with singers of varied musical backgrounds and experience levels

Familiarity with and love for spirituals and diverse choral literature

Appreciation for the African American choral tradition and culturally diverse choral repertoire

Ability to maintain confidentiality and exercise professionalism in all organizational interactions

Dependability, punctuality, and commitment to the artistic mission of the CSCC

### **Essential Functions and Responsibilities**

Be prepared to conduct rehearsals and assist with musical preparation of repertoire as assigned by the Director.

Lead vocal warm-ups and rehearsal activities as requested by the Director.

Lead sectional rehearsals and work with soloists and individual singers as needed.

Assist singers in achieving accurate tone, pitch, rhythm, diction, balance, and stylistic interpretation.

Assist the Director in conducting vocal auditions and evaluating musical readiness.

Foster a positive, respectful, and encouraging rehearsal environment for singers of varied backgrounds and experience levels.

Upon Director's request, may be asked to sing within a section as needed to support ensemble balance and musicianship.

Collaborate with the Director in artistic planning, repertoire selection, and seasonal programming as requested.

Work cooperatively with singers, accompanists, volunteers, guest artists, and organizational leadership in the preparation and presentation of concerts and special events.

The Assistant Conductor may be invited to conduct selections during concerts and special performances.

May be asked to attend occasional officer or planning meetings as requested by the Director.

Perform other duties as assigned in support of the musical and artistic mission of the CSCC.

### **Knowledge, Skills, and Abilities**

#### **Musical Skills**

Basic piano proficiency sufficient for teaching vocal lines and assisting with rehearsals

Strong score study and rehearsal preparation skills

Knowledge of vocal pedagogy and ensemble techniques

Ability to teach musical phrasing, diction, stylistic interpretation, and healthy vocal production

#### **Interpersonal Skills**

Excellent verbal communication and collaborative skills

Ability to motivate, encourage, and inspire singers in a positive and supportive manner

Ability to work effectively with diverse personalities, backgrounds, and musical experience levels

Professional demeanor and strong interpersonal awareness

Professional Expectations

Demonstrates professionalism, reliability, and organizational responsibility

Maintains confidentiality of privileged organizational information

Demonstrates flexibility and adaptability in changing rehearsal or performance situations

Supports organizational policies, leadership decisions, and the artistic vision of the CSCC

Maintains a positive and constructive presence within the organization

### **Rehearsal**

Rehearsals

Mondays, 7:00 PM – 9:00 PM

Most rehearsals are held at Epiphany Lutheran Church, Toledo, Ohio

Additional rehearsals may occasionally be scheduled as needed

### **Concerts and Performances**

The CSCC presents and/or sponsors two major concert programs each season:

Annual Christmas Concert

Annual Spring Concert

Additionally, the CSCC typically accepts one to two guest performance invitations during the season.

### **Compensation**

Stipend: \$250 per month

### **Application Process**

Interested applicants should submit:

A résumé or curriculum vitae

Two letters of recommendation

A brief statement describing their musical background, conducting experience, and interest in working with the Clarence Smith Community Chorus