

# Job Description

## Westbrook Village Voices Music Director



### Overview:

The Westbrook Village Voices Choir is a community choir whose 55+ year old members are inspired to sing for fun and enjoyment. The 50-to-60-member choir has been in existence since 1993 and the musical experience of its members ranges from the seasoned performer to the first-time singer who has always wanted to sing in a choir. The choir performance season is September – April annually, during which a December holiday choir concert, a spring season choir concert (early April) and a piano recital are produced. Traditionally, the choir has also performed abbreviated versions (“sing-outs”) of its two annual concerts at local senior citizen facilities during December and April. The Music Director serves as an ex-officio member of the Village Voices Board of Directors and is selected by the officers of the Village Voices Board. The Westbrook Village Voices is a 501(c)(3) non-profit organization dedicated to the support of Westbrook Village, the surrounding community and multiple charitable organizations.

### Significant Responsibilities:

- Select theme and music for each concert
- Plan and direct scheduled rehearsals and concerts
  - Coordinate and select performers, soloists, choreographer, band, instrumentalists, stagehands, sound technicians, lighting technician
- Assist Public Relations/Communications staff with production of concert music programs
- Create music files (.MP3) for each choir part (for member practice at home)
- Recruit choir piano accompanist
- Participate in scheduled Board of Director Meetings

### Other Duties:

- Provide updates to the annual performance calendar
- Liaise/Coordinate with Westbrook Performing Arts Council, as needed

### Major Competencies:

- Skilled piano player with ability to teach each choir group their musical “parts” (SATB, etc).
- Skilled on Windows or MAC devices (computer, tablet, phone)
- Skilled with music making software for creating MP3 “practice” files