

Rochester Gay Men's Chorus, Inc.

Job Title:	Artistic Director
Supervised by:	Board of Directors
Purpose of Position:	The Artistic Director is responsible for all musical and artistic content of the chorus
Time Commitment:	Flexible hours, evenings and weekends, usually between 10-30 hours weekly
Paid Position Status:	.75 FTE exempt position. Contract renewed annually
Chorus Mission:	The Rochester Gay Men's Chorus creates social change through excellence in the choral arts.

The Artistic Director (AD) is a non-singing salaried exempt position, supervised by the Executive Committee of the Board of Directors. This position is responsible for all musical and artistic content delivery of the Rochester Gay Men's Chorus (RGMC). The Artistic Director is responsible for the quality and musicality of the RGMC as a whole, and is expected to become a significant participant in the RGMC's leadership structure.

The Artistic Director is expected to deliver any actions needed to teach, guide, enhance, reinforce, and/or correct aspects of choral performance.

As with all employment with the RGMC, this position is at-will pursuant to the laws of the State of New York.

While the RGMC is a 501c3 (non-profit) organization, the Artistic Director is responsible for being vigilant on budgetary constraints, and should be focused on opportunities for revenue.

The Artistic Director for the RGMC is responsible for the following duties:

1. Serve as Principal Conductor for all major concerts and rehearsals in a performance cycle.
2. Promote the RGMC's focus on its mission
 - Work with the RGMC, the Board, and volunteers to promote a positive atmosphere of community within the organization.
 - Network with other arts organizations, music directors, and community groups to increase the visibility of the RGMC and to encourage collaboration.
3. Design, coordinate, and direct RGMC programming
 - Organize an annual performance schedule including subscription concerts, outreach concerts and tours. The schedule of subscription concerts is due to the Board of Directors for approval by April 1 of the previous fiscal year.
 - Organize a rehearsal schedule at the beginning of each concert year for each concert cycle performance.
 - Conduct auditions/vocal placements for each concert cycle.
 - Design each concert performance including theme development and integration of guest artists, ensembles, soloists and visual elements, ensuring each performance is consistent with the RGMC's mission and remains within budget constraints.
 - Serve as chair of the Production Committee ensuring that technical needs, venue contracts, blocking, costuming, and staging details run smoothly.
 - Audition, select and coach soloists and small group ensembles, always giving preference to active singing members of RGMC.

4. Manage administrative and artistic detail for outreach projects
 - Manage communication, logistics and planning details for metro-area community and school outreach performances with oversight by Board of Directors.
 - Manage planning, schedule, communication, host contacts and programming for RGMC outreach tours.
 - Co-operatively with Business Manager, supervise volunteers coordinating travel, food and housing details for tours and school outreach concerts.
5. Provide supervision for music-related staff and volunteers
 - Coach and supervise the Principal Pianist, Stage Manager, and Artistic Interpreter.
 - Communicate regularly with section leaders regarding vocal issues, repertoire to cover in upcoming sectionals and other musical needs.
 - Audition or otherwise contract for additional musicians and performers (non-RGMC-members) as accompaniment to the RGMC's rehearsals or performances.
6. Facilitate the work of the Music Committee
 - Chair the Music Committee, collaboratively identify concert themes and collaborations that support the RGMC mission. Research appropriate music for the upcoming season.
 - Ensure that current season music is selected and purchased with the assistance of committee members.
 - Communicate with the Pianist regarding the rehearsal list, tempos and other performance details for recording rehearsal tapes.
 - Secure new arrangements. Ensure that all legal requirements are fulfilled, including copyright, licensing, performance rights, and mechanical rights as regulated by professional authorities (BMI, ASCAP, SOCAN, etc.).
7. Development and Finances
 - Write narrative as needed for concert projects, work with development staff to position grant focus, prepare grant budgets.
 - Prepare annual budget in collaboration with the Board Treasurer and the Business Manager.
8. Communicate regularly with the RGMC Board and other RGMC leadership
 - Attend Board meetings and provide a monthly report to the Board.
 - Attend and provide input for the annual Leadership retreat.
9. Participate in professional development
 - Solicit feedback from RGMC members on at least an annual basis using anonymous survey. This feedback should be related to completed performances including music selection, production, guests and soloists, as well as an opportunity for membership to provide feedback on the Artistic Director's direct performance.
 - Participate in professional organizations: American Choral Director's Association, GALA, Chorus America, etc., with dues paid by RGMC, with Board approval.
 - Maintain and update professional competence by attending workshops, classes and conferences.
 - Review new choral works and recordings; read professional journals.
 - Attend concerts of other choral organizations.

Compensation:

Compensation for the Artistic Director is through an agreed-upon salary rate, as approved by the RGMC Board of Directors.