



Edina Chorale

Position Description

Position Title: Music Director

Position Summary:

The Music Director is responsible for providing artistic direction and musical leadership for a 70 to 90-member SATB community choir, inspiring singers, audiences and communities through the beauty and power of diverse choral music. The Director will collaborate and partner with the Board of Directors to sustain and enhance the Chorale's vision, mission, and values and will promote and represent the Chorale to external stakeholders, potential partners, and funding sources. Finally, the Director will also bolster the Edina Chorale "brand" and continue to increase its profile within the local choral arts community.

Reporting Relationships:

Reports to: President, Board of Directors

Supervises: Accompanist, Section Leader(s) as needed,
Contract artists and instrumentalists

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Design, coordinate, and direct annual chorale programming

- a. Organize an annual performance schedule, including at least three (3) periodic concerts, outreach concerts, and collaboration events with other musical or artistic groups.
- b. Drive the Chorale's artistic direction and collaborate with the Chorale's Artistic and other Committees to determine and direct the design and content of each planned concert performance, including theme development, music selection, venues, selection of guest artists and soloists, ensembles, instrumentalists, Chorale soloists and small groups, which may include a chamber chorale for some pieces, and any visual or other sound elements for each concert.
- c. Coordinate the budgeted procurement of all music for each concert, including a review and use of the Chorale's vast music library, as well as purchasing new music, or borrowing musical scores where practical.

- d. Determine and structure a rehearsal schedule for each concert year, incorporating the Chorale's traditional Tuesday night rehearsal schedule, with additional rehearsals as deemed necessary by the Director in advance of each concert. Further, the Director will also lead one Saturday retreat in September and January, which may include guest leaders and other elements to continuously improve upon the skills and preparedness of the Chorale's membership for the upcoming concert as well as its overall musicality, community and experience.
 - e. Recruit, select, and formalize performance agreements with guest artists, instrumentalists, and others, as appropriate, for specific chorale programs and within Board approved financial parameters.
 - f. Direct the Chorale at its public performances and concerts, including any and all accompanists, guest artists, and contracted instrumentalists.
 - g. Perform other concert-specific tasks mutually agreed upon by the Director and the Chorale's Board of Directors or its Executive Committee.
- 2. Develop and coach Chorale singers**
- a. Develop and sustain the Chorale's ability to sing a very broad spectrum of music from classical to pops, including pieces in other languages as appropriate.
 - b. Strengthen the artistic, vocal, and performance abilities of Chorale members, including but not limited to musical phrasing, dynamics, pronunciation, and sound.
 - c. Conduct auditions for new Chorale membership at least twice annually.
- 3. Plan, determine, and design future chorale programming**
- a. Work in collaboration with the Chorale's Artistic Committee to identify concert themes for upcoming seasons.
 - b. Ensure appropriate music is selected and obtained. Secure new arrangements and performance rights as appropriate.
 - c. Develop with Chorale leadership a future calendar that incorporates concert dates, performance venues, rehearsal schedules and other important dates in advance of each season, so that these may be provided to the Chorale membership for planning purposes.
 - d. Work with other musical organizations and groups to develop collaboration projects that provide additional performance opportunities for the Chorale.
 - e. Explore opportunities and seek commitments to sing at community-based events (Lake Harriet, Centennial Lakes, Fourth of July parades, etc.).
- 4. Provide supervision for music-related staff**
- a. Select, supervise, and review other musical staff and coordinate such with the Chorale's Board of Directors or its Executive Committee.
- 5. Actively participate with the Board of Directors**
- a. Attend regularly scheduled meetings of the Chorale's Board of Directors (currently the third Saturday morning of each month, serving as a non-

- voting *ex officio* member. Provide updates and information as requested at each meeting.
- b. Attend other meetings as the Board of Directors or the Executive Committee may request.
 - c. Assist the Board in long-range and strategic planning.
 - d. Assist the Chorale, the Edina Chorale Foundation, and their boards of directors in fundraising and capital support.
 - e. Perform other tasks as directed by the Chorale Board president.

EDUCATION AND PRIOR EXPERIENCE

1. Education

- a. Minimum: Bachelor's degree in Music with emphasis in choral directing.
- b. Preferred: Advanced degree in Music or equivalent years of choral conducting experience, including experience in leading small orchestras and other instrumentalists necessary to perform various works.

2. Prior Experience

- a. Demonstrated success in directing an adult SATB chorus with singers of various musical skills.
- b. Demonstrated success in working in collaboration with a singer-based Board of Directors.
- c. Piano proficiency.
- d. Prior experience in selecting and supervising other musical staff (chorale accompanist, contract musicians, etc.)

3. Other Skills and Abilities

- a. Strong communication skills, written and verbal, using tools available.
- b. Ability to work with different electronic mediums: email, word processing, internet, etc.
- c. Commitment to embracing the vision, mission, values, and collaboration priorities of the Edina Chorale.