

## Job Description

### **Concert Choir Music Director, Ames Children's Choirs**

The Concert Choir Music Director shall

- Enthusiastically support and promote the organization to all people.
- Cooperate with the ACC Board, the staff, the singers, and the singers' parents for the success of ACC.
- Be responsible for artistic matters for the pertinent choir for
  - selection of music
  - auditioning and selecting the singers for the choir
  - arranging/hiring accompanists/additional musicians for the program/concerts
  - preparing rehearsal plans and seating plans
  - preparing rehearsal CDs for the choir if possible
- Conduct all rehearsals and concerts (if unable to do so – arrange for a substitute).
  - Rehearsal: 2 hour rehearsal weekly
  - Annual Concerts (Winter Holiday Concert, Spring Concert) and other concerts as required
- Organize and host the biennial Midwest Children's Choir Festival.
- Arrange for the concert tours/retreats for Concert Choir in collaboration with the Executive Director.
  - Concert Choir Fall Retreat (Riverside weekend)
  - Concert Choir Fall Retreat and January Retreat (one-day events)
  - Concert Choir Annual Tours (including special conference performances)
- Contribute to some aspects of the over all program in cooperation with the Executive Director:
  - production of PR materials including the ACC brochure
  - production of Public Service Announcements for the media: auditions, concerts and special events
  - production of the ACC and Tour Handbooks
- Help maintain the music library:
  - budget for and order new music
- Prepare a calendar for the year and submit it to the ACC Board for approval.
- Attend all monthly board meetings/retreats, take an active part in its business as an ex-officio member and submit written report of monthly activity to the secretary.