



BOYS CHOIR  
OF SPRINGFIELD

## Artistic Director

The Artistic Director for Boys Choir of Springfield (BCS) is responsible for guiding the learning experiences and preparing the choir for performances and other activities. Recruitment and working to advance BCS as an organization are also expectations of the position. The Artistic Director is hired by and reports to the Executive Board.

Boys Choir of Springfield is seeking an Artistic Director who:

### *Education and Experience*

Required

- Has a minimum of a bachelor's degree in Music Education or Performance
- Has a minimum of three years teaching experience
- Has experience cultivating young voices
- Has choral directing experience

Preferred

- Has rehearsal piano skills
- Has knowledge of diverse repertoire and male vocal development
- Has experience building, developing, and fostering community relationships
- Maintains professional memberships such as Missouri Music Educators Association or American Choral Directors Association.

### *Expectations of the position*

#### *Music and Leadership*

- Attends all meetings of the Executive Board
- Compiles a regular report for the Executive Board to be presented at each meeting
- Recruits, auditions, and develops singers
- Conducts effective and efficient rehearsals and performances
- Communicates to singers and parents/guardians the expectations for rehearsal preparation and performances
- Secures accompanist and any other instrumentalists for rehearsals and performances (as needed)
- Collaborates effectively with accompanist and interns
- Recommends and supervises interns

#### *Fiscal Responsibility*

- Adheres to the approved budget
- Assists the Executive board in preparing and revising of the annual budget
- Submits proper, timely documentations for payment & reimbursement of personnel expenses
- Provides time sheet for accompanist, rehearsal assistants, and interns
- Assists the Executive Board and Parent Committee in development, planning, and implementation of fundraising, including the preparation of grant applications.

#### *Promotion of Character*

- Models a Christ-like character.
- Emphasizes the importance of being a good steward of each boys God given gifts
- Successfully passes a comprehensive background check

### *Performance Season and Concerts*

- Programs concerts appropriately and plans performances and other activities
- Schedules a diverse, engaging, and eventful season (including the consideration of schools' calendars and other activities)
- Plans all concerts and community performances
- Proposes a plan for the next season to the Executive Board each spring
- Manages all on-stage needs for concerts and other performances including logistics to and from the concert site
- Acts as concert host

### *Public Relationships and Organization Development*

- Promotes BCS among schools, professionals, communities, and other arts organizations
- Actively seeks opportunities for boys to experience new venues for performances
- Maintains peer relationships with other arts and community organizations
- Cooperates with the Executive Board and Parent Committee in the design, production, and distribution of concert production (e.g. media releases and PSAs, brochures, programs (shell and inserts), ads, and posters); providing all information in a timely manner