

**Central City Chorus**  
**c/o Church of St. John the Baptist**  
**210 West 31st Street • New York, NY 10001**

**Position Description**

**Position Title: Music Director**

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**Description: The music director provides artistic vision for the Chorus and is responsible for the leadership and direction of its performance activities.**

**Responsibilities:**

- Evaluates and selects prospective members
- Selects repertoire and plans all artistic aspects of performances
- Selects all artistic personnel including accompanist, assistant conductor, soloists and musicians
- Negotiates fees for outside musicians within budget parameters and in consultation with the Board of Directors
- Conducts weekly rehearsals on Thursday evenings from 7:30 to 9:45
- Conducts one all-day intensive rehearsal per concert cycle, for a total of three per season, on Saturdays from 10:00-3:30.
- Provides information for and oversees the writing of program notes for each concert
- Prepares scores for the Chorus and soloists and orchestra as necessary
- Participates as a non-voting member, in all meetings of the Board of Directors, in all matters except those that personally affect him/her.
- Presents a report at each Board meeting on the status of the artistic aspects of the Chorus
- Participates in fund raising activities
- Collaborates in the preparation of grant applications
- Participates in developing press releases and other marketing materials and publicity for the Chorus
- In collaboration with the Board of Directors develops an annual artistic plan that provides the basis of the annual budget

**Qualifications**

- Extensive experience conducting auditioned amateur choral groups, including soloists and instrumentalists
- Broad and thorough knowledge of choral literature
- Interest in and knowledge of a broad range of composers
- Strong interpersonal and communication skills
- Ability to direct and motivate singers to achieve the highest level of music making in a positive and supportive environment
- A good sense of humor
- Although the Chorus hires an accompanist, the ability to accompany rehearsals if necessary is preferred
- Willingness and ability to network with NYC music professionals and other amateur choral organizations to support and promote the Chorus (e.g., conduct summersings in the City).