



Columbia Choirs of Metropolitan Seattle - based in Redmond, Washington - is searching for an innovative, community-minded choral artist to serve as its next Artistic Director. The Artistic Director is responsible for promoting and executing the mission and vision of Columbia Choirs through the artistic leadership of Columbia Choirs choral program, featuring nine choirs with singers ages 4 – adult.

This role is a part-time position reporting to the Columbia Choirs Board of Trustees.

## **BACKGROUND**

Columbia Choirs, a 501(c)3 nonprofit organization, is a community based, nonsectarian family of nine choirs for singers ages pre-school through adult. Founded in 1984, Columbia Choirs brings singers together from across the Eastside community for international award-winning music training and performance opportunities. After 37 years leading Columbia Choirs, Founder and current Artistic Director Steve Stevens will retire at the end of this choir season, creating an opportunity to welcome the second Artistic Director in the organization's history.

By providing a place for all singers, Columbia Choirs works to fulfill its mission “to unite people through the power of music to create a singing community”, placing Excellence, Respect, and Connection as core values. Through weekly rehearsals, season concerts, musical retreats, tours, and outreach performances, singers in Columbia Choirs grow as vocalists, choral artists, and community members.

*COVID-19 Note: All choirs are currently meeting via Zoom for weekly virtual rehearsals and have prepared virtual performances throughout the season. The Board of Trustees continues to monitor the public health guidelines regarding face-to-face singing and plans to resume regular rehearsals as soon as it is deemed safe to do so.*

## **ARTISTIC DIRECTOR RESPONSIBILITIES**

- |                              |  |
|------------------------------|--|
| <b>Artistic Excellence</b>   | <p>Oversee the artistic standards of instructional materials, performance repertoire and concert themes, yearly musical retreats, and summer tours for all choirs</p> <p>Work with choir conductors to ensure innovative, age-appropriate repertoire for children and youth voices, and thematic and engaging repertoire for adult singers</p> <p>Ensure that instructional material and performance repertoire appropriately promotes diverse voices to create a culturally rich, well-rounded musical environment</p> <p>Conduct auditions for prospective members</p> |
| <b>Vision &amp; Outreach</b> | <p>Lead the development and implementation of a multi-year strategic plan aimed at membership growth, increased diversity, and greater musical opportunities</p>   |

Develop and implement new programs to increase access to choral music and promote connection with the community

Drive collaborations with other choral and instrumental ensembles

Participate in professional choral organizations and relevant professional development

**Leadership**

Hire, terminate, supervise, and evaluate all musical staff and contractors

Collaborate with and provide guidance to conductors and accompanists to ensure artistic excellence and curricular alignment of all choir levels

Serve as the public face of Columbia Choirs for internal and external communications

Support volunteer recruitment, engagement, and appreciation

**Development**

Create and nurture donor relationships and participate in other fundraising activities

Identify and assist in securing grants and other funding sources

**Board Partnership**

Participate in the annual budgeting process and ensure that artistic activities remain within the approved budget

Attend monthly Board meetings and submit Artistic Director Report prior to each meeting

**Administration**

Collaborate in the creation of the rehearsal, event, and performance schedule prior to each choir season

Maintain consistent communication with artistic and administrative staff through regularly scheduled meetings

Work with the administrative staff to recruit new choir members

Ensure that the music library is properly maintained and inventoried

**CONDUCTOR RESPONSIBILITIES**

*The Artistic Director will also serve as Conductor for one children's choir or youth choir, at minimum.*

Prepare and conduct weekly rehearsals, performances, annual retreats and tours for the choir

Select thematically appropriate performance repertoire for the choir for each concert

Communicate regularly with the singers and parents/guardians regarding activities of the choir and singer progress

## SKILLS AND COMPETENCIES

### Minimum Qualifications

- Choral conducting experience with singers of various musical skills and age levels
- BA or Advanced Degree in Music with an emphasis in choral conducting or equivalent conducting experience (minimum 5-6 years)
- Experience in managing and producing choral performances
- Excellent interpersonal skills with the ability to create long-lasting relationships with staff, singers, donors and partners
- Comfortable working with children, youth and families; willing and able to complete a thorough background-check process
- Commitment to the mission of Columbia Choirs
- Clear and concise communication skills – both verbal and written
- Ability to work well remotely and maintain complete and organized records of project materials
- Access to computer and high internet speeds for remote work and video conferencing

### Preferred Qualifications

- Supervisory experience
- Experience developing and managing budgets
- Proficient with web-based productivity tools and social media

## STATUS AND COMPENSATION

This part-time, non-exempt, salaried position may vary, depending on applicant interest, qualifications, availability, and the needs of the choir. Hours will be flexible, but must accommodate afternoon and evening rehearsals, meetings, weekend performances, weekend retreats and tours.

- 16 hours per week: Perform Artistic Director duties and conduct 1 choir (range \$25,000-28,000)
- 20 hours per week: Perform Artistic Director duties and conduct 2 choirs (range \$31,000 – 35,000)
- Additional duties, work hours, and payment are subject to negotiation

Compensation dependent on weekly hours and experience. This position is year-round; there are no benefits available.

## APPLICATION PROCESS

Applicants may submit their cover letter and resume via the [Artistic Director Application](#), no later than **February 28, 2021**. Please email [jobs@columbiachoirs.org](mailto:jobs@columbiachoirs.org) with any application- or process-related questions.

Candidate screening and interviews will be conducted during the month of March 2021 with a final selection considered and approved by the Board of Trustees in April 2021.

The selected Artistic Director will be asked to begin working on a limited basis beginning in May 2021 with an official start date of July 1, 2021.