

POSITION TITLE:	RCC Artistic Director	DATE: 2012-2013 Season	
REPORTS DIRECTLY TO:	RCC Executive Committee		

The Artistic Director's Position and Duties and Responsibilities

The Artistic Director position is part time. Salary will be commensurate based on experience.

The following are the primary duties and responsibilities of the Artistic Director:

1. Performance Functions:

- Oversee the artistic health and growth of the Chorus in accordance with the Chorus's mission, vision, operating budget, and strategic plan;
- Organize an annual performance schedule including subscription concerts, outreach performances, and tours;
- Design each concert performance including theme development and integration of guest artists, ensembles, soloists, instrumentalists, and visual elements;
- Research music and programming to bring to the Chorus performance material that is both challenging and appropriate to the artistic goals of the organization;
- Audition prospective new members;
- Audition, select, and coach soloists and smaller groups of singers;
- Conduct the Chorus in all performances and regular weekly and special ad-hoc rehearsals;
- Oversee the arrangement of music;
- Oversee the technical and production elements of performances, including sets, costumes and attire for all performances.

2. Administrative Functions:

- Work with the Board and the Office Manager to establish an operating plan and budget to execute the artistic vision;
- Attend Board meetings and provide a monthly report to the Board.
- Serve as principal liaison between the Board of Directors and the artistic staff;
- Assist the Office Manager with appeals to financial donors;
- Participate in the GLBT and larger community activities to develop networks and identify opportunities to further the mission;
- Supervise and evaluate part-time music staff;
- Select and supervise section leaders;
- Oversee and maintain the music library;
- Administer the RCC's commissioning guidelines including the selection of composer/lyricist, assisting with contract negotiations, and managing the process to performance;
- Participate effectively in meetings of the Board of Directors, committees as requested, season and budgeting planning and other activities as necessary to support the execution of the artistic vision;
- Maintain office hours appropriate to accomplish the job responsibilities.

3. Communication and Partnership Functions:

Work with the Office Manager to ensure a consistent and appropriate public image in all internal and external communications;
Seek input from and collaborate with singing membership to implement the artistic vision of the Chorus;
Broaden the involvement of the Chorus in the community by serving as a spokesperson and liaison on behalf of the Chorus; and
Maintain healthy communication with staff, membership, Board and community members.

4. Outreach Functions:

Seek opportunities for the Chorus to perform outside of scheduled concerts;
Manage communication, logistics, and planning details for outreach performances;
Develop an outreach concert repertoire consistent with the artistic vision and the Chorus's mission; and
Conduct the Chorus in all outreach concerts.

5. Recording Functions:

Schedule new recordings as part of the artistic vision;
Develop recording content;
Organize recording operations and design; and
Oversee the licensing of music for performances and recordings

6. Professional Development Functions:

Participate in professional choral organizations, such as GALA Choruses, American Choral Director's Association, etc.
Develop and maintain relationships with professional colleagues by participating in and conducting workshops, clinics, conventions and festivals, etc.; and
Other activities to nurture continued skill enhancement.

Qualifications

Minimum of a Bachelor's Degree in Music or equivalent experience is required; high level of training in choral conducting in the community setting; expertise in vocal technique, languages, and choral diction; basic knowledge of Pittsburgh community organizations; and experience in orchestral conducting preferred.

Application Materials

Applications must be post-marked by March 1, 2012 to be considered.

To apply for the Artistic Director position, the RCC requests:

A letter of introduction;
Curriculum vitae;
Samples of programming for previous concerts;
Samples of recordings of previous concerts (video preferred); A proposed program for the
RCC's Holiday and Spring concerts and Cabaret-style show, each of which contains

70-90 minutes of music; and Other materials that may support your application, including musical compositions or
A proposed program for the arrangements, etc.

Please submit all print materials to rccpittsburgh@gmail.com and provide links to other
media, if possible. If using USPS, please send the materials to:

RCC Artistic Director Search
c/o TJ Stauffer
2636 Sample Rd.
Allison Park, PA 15101