



Job Description: Artistic Director

- Supervised by: Chair of the Board of Directors
- Purpose of Position: To develop and carry out artistic programming, collaborations and concerts that enhance the mission of the organization.
- Time Commitment: Part-time independent contractor position. Flexible hours, evenings and weekends.
- Chorus Mission: The Gay Men's Chorus of Honolulu was founded in September, 2012, and is proud to be the first openly gay musical organization in the State of Hawai'i. As a proud part of the LGBT community in Hawai'i, GMCofH seeks to support, encourage, and promote that community. More on the mission of GMCofH can be found in our bylaws and on our website: www.gmcofh.org

Responsibilities:

1. Promote the Chorus' focus on its mission

- Work with the Chorus, the Board, and volunteers to promote a positive atmosphere of community within the organization.
- Network with other arts organizations, music directors, and community groups to increase the visibility of the Chorus and to encourage collaboration.
- Be the public face of the Chorus, representing us 24/7/365 and promoting a positive image to the community.

2. Design, coordinate, and direct Chorus programming

- Organize an annual performance schedule including a minimum of two major concerts plus other outreach performances and events.
- Organize a rehearsal schedule at the beginning of each concert season.
- Conduct new member auditions as needed.
- Identify concert themes and collaborations that support the chorus mission. Research appropriate music for the upcoming season.

- Ensure that current season music is selected and purchased in collaboration with the Production Committee.
- Design each concert performance including theme development and integration of guest artists, ensembles, soloists and visual elements, in collaboration with the Production Committee.
- Recommend to the Board contracts with technicians, arrangers, and musicians for each concert project.
- Collaborate with the Production Committee to ensure that technical needs, venue contracts, blocking, costuming, and staging details run smoothly.
- Oversee the auditions, selection, and coaching of soloists and small group ensembles.
- Facilitate rehearsal tracks for sectionals and individual practice.

3. Provide supervision for music-related staff and production volunteers

- Guide, direct, and supervise the Accompanist.
- Identify, coach, and support the activities of Chorus section leaders, Choreographer, and guest artists.
- Communicate regularly with section leaders regarding vocal issues, repertoire to cover in upcoming sectionals, and other musical needs.

4. Relate to the Board and Operations

- Communicate with the Accompanist regarding the rehearsal list, tempos and other performance details for recording rehearsal files.
- Attend Board meetings and provide a monthly report to the Board.
- Lead chorus retreats.
- Make recommendations in the annual budgeting process.

Experience, Knowledge, Skills and Abilities:

- ✓ A degree in Music with an emphasis in choral conducting or equivalent conducting experience (minimum 3 years).
- ✓ Experience conducting or working with a community-based chorus and with singers of various musical skills and experience.
- ✓ Interest in and commitment to embracing the mission of the Chorus.
- ✓ Demonstrate strong leadership skills.
- ✓ Ability to work within a team setting.
- ✓ Flexibility in working with a diverse group of volunteers and personalities.
- ✓ Strong communication skills, both written and verbal.
- ✓ An ability to work within electronic mediums: word processing, e-mail, internet and social media.
- ✓ Awareness and application of professional ethics.