

West Linn Community Chorus Chorus Director Job Description

The mission of the West Linn Community Chorus (WLCC) is to share the joy of music and enrich the community through quality choral performance.

WLCC is a non-auditioned chorus made up of volunteer community singers of all levels from West Linn and surrounding communities. The chorus is a nonprofit 501(c)(3) organization run by a volunteer board of directors. The chorus emphasizes four-part harmony in musical styles that are fun to sing and hear – show tunes, folk songs, classical, jazz, pop, Americana, and more.

We are seeking a director to unify the community via song and music.

In order to facilitate the health of our members and community, our Board of Directors has adopted the following policy:

- All chorus members and professionals must be fully vaccinated. (Two shots and a booster or Johnson and Johnson – one shot and a booster.)
- Chorus members and professional staff will provide proof of their vaccination status when signing up for the choir season.
- Chorus members and professional staff must sign a waiver that WLCC is not liable if they contract COVID while participating in rehearsals or performances.
- Chorus members and professional staff will have their temperature taken by a scanner as they enter the rehearsal space.
- Chorus members and professional staff will wear a mask during rehearsals and performances.
- These conditions may be modified by the WLCC Board as recommendations and protocols evolve.

Responsibilities of the Director

1. Plan and direct rehearsals and concerts.
2. Plan concerts, choosing a theme and music appropriate for the chorus. Submit plan for approval by the Board of Directors.
3. Work closely with the accompanist.
4. Submit a report at monthly board meetings and work closely with the Board of Directors.
5. Schedule, manage and facilitate regularly-scheduled rehearsals.
6. Schedule music professionals as appropriate, with approval of the Board of Directors.
7. Select and conduct the repertoire for rehearsals and concerts.
8. Coordinate specialized outreach concerts in the community.
9. The director serves at the pleasure of the WLCC Board of Directors.

Time and Schedule Requirements

1. Conduct weekly in-person chorus rehearsals (currently on Thursday nights, from 7 to 9 pm, open for negotiation)
2. Conduct two concerts as needed for each season, as determined by the Board of Directors.

Professional Training and Experience

1. Music degree preferred.
2. Choral conducting experience of 3-5 years.
3. Professional performing experience desirable.

Communication

1. Communicate with chorus members through a weekly email, which will include rehearsal agenda.
2. Provide the Board of Directors with a schedule of all rehearsals and concerts one month in advance.
3. Develop a budget for the Board of Directors to include numbers of rehearsals, music purchases, and salaries for music professionals.

Compensation.

Compensation for all services rendered by the director is as follows:

1. For each regularly scheduled rehearsal: \$140.00.
2. For each of the Fall and Spring Concerts, including call times: \$260.00.
3. For each attendance at Board meetings: \$25.00 (which includes a fuel stipend).

Independent Contractor Status. The director is an independent contractor for all purposes, and shall be solely responsible for all federal, state, and local taxes due with respect to compensation received from WLCC.

As such, Chorus shall not pay for, carry or obtain workers' compensation insurance, unemployment compensation insurance, or any other insurance on behalf of the director.

Interested persons should submit a cover letter, resume and one letter of professional reference to: Jennifer Walton, WLCC Director Committee Chair, jennifer@icansavealife.com

Application Deadline: February 28, 2022