

JOB TITLE: Choral Director

DEPARTMENT: Arts & Sciences, Fine & Performing Arts

REPORTS TO: Dean of Arts & Sciences and/or Vice President of Academic Affairs

FLSA: Exempt

LEVEL: Faculty

DATE EFFECTIVE: 07-01-19

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the Music Department. This position has responsibilities for the day-to-day oversight of the college choirs and any subsidiary group. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Serve as the college choral director and act as the Artistic Director for the East Central Children's Chorale.
- Coordinate the overall activities of the college choirs including the preparation of planning, selecting of music, organizing and scheduling of rehearsals, events, and performances.
- Exercise leadership in the area of the college choirs and its subsidiaries.
- Communicate and work collaboratively with faculty and staff regarding choir events and performances.
- Communicate as needed with pertinent students, faculty, and staff on campus.
- Collaborate within the department to determine schedule of activities for the college and the Patrons of the Arts.
- Provides oversight, management, and recommendations for selecting, acquiring, maintaining, and acquisition of choir attire, music and/or other materials, and regularly add to music library.
- Mentor new faculty and provide feedback to the program evaluation process.
- Assist with hiring, orienting, mentoring, oversight, and evaluations of adjunct faculty
- Oversee and participate in local events related to student recruitment and any other activities related to community outreach.
- Participate in planning activities with the appropriate stakeholders.
- Collaborate with the college public relations department and local media outlets to promote the college choir events and performances through publicity, advertising, and other print materials.
- Participate in instructional institutional planning and budget processes; attend as scheduled.
- Participate in the NASM accreditation process.
- Nurture an environment that contributes to the unit's pursuit of artistic, intellectual, and educational purposes.

POSITIONS SUPERVISED: None

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date

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