

Prince George Cantata Singers
Music Director
Roles & Responsibilities

Role:

The role of the Music Director is to provide artistic leadership and facilitate developmental opportunities for the choir.

The Music Director is an ex-officio and non-voting member of the Board.

Responsibilities:

In cooperation with the Board of Directors and in accordance with the mission and goals of the Society, the Music Director:

1. Conducts the choir at all rehearsals, concerts and performances. Rehearsals are scheduled each week for two and one-half hours during the regular season (September through May) excluding statutory holidays, one week at Spring Break and at least one week at Christmas. There are usually three-four concerts involving the whole choir during the regular concert season and six to eight outreach performances.
2. Plans concerts and other performances in consultation with the Board of Directors and Music Librarian.
3. Taking advantage of the off-concert season (June through August), completes program planning and selects musical works with consideration of the suitability of songs for the choir, e.g. level of difficulty, number of singers available in each voice section.
4. Orders the music required for the season once the Board has approved the music budget.
5. Determines voice section placements within the choir.
6. Prepares the choir for performance that takes into consideration the members' varied backgrounds, musical training and abilities.
7. Selects, supervises and works closely with the Section Leaders to identify and accommodate specific needs.
8. Communicates expectations verbally and in writing to choir members.
9. Maintains an atmosphere of respect and encouragement that fosters a positive experience for choir members.
10. Organizes the regular weekly rehearsals and informs the choir of changes to the rehearsal schedule.
11. Recommends suitable rehearsal and concert accompanists and musicians.
12. Coordinates with the Music Librarian to provide accompanists and musicians with sheet music in a timely manner.
13. When a song or speaking part is best served by having a soloist, the Music Director may hold auditions to determine the best voice. Decisions regarding soloists are the responsibility of the Director.
14. Maintains lines of open communication with the Board, attends regular Board meetings and the Annual General Meeting, and works with the Board to plan and execute effective music programs.
15. Makes use of recently performed and/or base repertoire to allow the choir to perform on short notice for Outreach and similar community performance opportunities.
16. In consultation with the Board of Directors, provides recommendations for a base repertoire.
17. Expands the choir's sheet music library within the scope of the music budget.
18. In cooperation with the Board, plans and facilitates one or more choral day camps or retreats each year.
19. Represents the choir in the community and attends functions as a representative when requested.
20. Participates in and initiates changes from performance reviews conducted by a Board committee.