



## Seeking Children's Choir Directors

Effective Date: July 24, 2025

**Organization:** Vancouver Extracurricular Music Society

**Background Information:** <https://vems.ca/about/>

**Location:** various public elementary and secondary schools in the Vancouver school district

**Job Title:** Children's Choir Director

### Description

To provide a choral program that is joyful, inclusive, safe, and fun. All children are welcome; there are no auditions. Many students may not have sung in a choir before or read music. The Choir Director's job is to introduce the joy of singing together to young people. Rehearsals occur at individual school locations.

### Hours

Typically, a choir rehearses once a week. Depending on the school, a choir may rehearse an hour at lunch (12-1PM), or an hour after school (3-4PM). A term may have as many as 12 rehearsals or as few as 8. There is a minimum of 1 performance at the end of term. However, depending on the time of year, more performances may occur. Some schools have junior (grades 1-3) and senior (grades 4-7) choirs.

### Choir Size

The choirs typically range from 20 to 40 children.

**Rate per Rehearsal:** \$80

### Qualifications:

- A bachelor's degree in music or in the process of acquiring said degree
- Must be able to read music so that you can prepare music for accompanists
- Musical training in voice (Ability to sing in a variety of languages is an asset)
- Can sing acapella to children – in their range – and have them sing back
- Understanding of vocal pedagogy
- Experience singing in choirs
- Enjoys working with children
- Patient, organized, a sense of humour
- Good written and verbal communication skills
- Criminal background check (You will be provided information on how to obtain)
- Comfortable with using MuseScore or Sibelius software is an asset
- Understands how to work with an accompanists and rehearsal assistants.

### Responsibilities:

- Choose repertoire for each term that reflects the school community and is appropriate for the singers (VEMS does have a music library of material that's been "road tested").

- Learn the music so that you can easily sing it to the children
- Prepare sheet music with piano and melody lines for accompanists
- Make folders of music for singers
- Take weekly attendance and learn children's names.
- Punctual
- Run weekly rehearsals
- Plan and program short concerts/demonstrations for parents each term – this may include an after-school concert, an assembly where the choir sings for their school, a field trip where the choir sings out in the community
- Liaise with the Parent Choir coordinator and Principal
- Communicate via e-mail to parents regarding performances
- Follow all public health and safety guidelines
- Ensure children are safe, particularly at the end of rehearsal
- Coordinate with afterschool care as needed, depending on the school

**Interview Process:**

- First meeting is with the VEMS President to learn about the organization and review requirements.
- Second interview will be with the Program's Choral Director. You will be provided with a short piece of child appropriate music to learn. You will be asked to demonstrate your vocal ability and how you would teach the piece to a choir of young singers.

**Contact:**

Please direct all inquiries by email to [president@vems.ca](mailto:president@vems.ca) including your musical resume and contact information.