



We're hiring!
Choristers Director

We'd love to hear from you!

We're looking for someone with a passion for music's ability to facilitate the growth of young people; who believes in the power of communication; who channels their curiosity and humility to take risks and try new things; who embodies the ideal that we all have the ability to grow; and who is dedicated to creating a more just and equitable world.

If any of this sounds like you, we might just be the team you've been looking to join.

<u>Job Title:</u>	Choristers Director	<u>Start Date:</u>	July 2022 (Summer camp 7/25-29)
<u>Reports To:</u>	Executive and Artistic Director	<u>Location(s):</u>	GoggleWorks Center for the Arts Reading, PA
<u>Classification:</u>	Part-Time, Non-exempt		Other rehearsal and performance venues in Berks County
<u>Supervises:</u>	None		

Salary: Commensurate with experience
+ *Optional administrative hours: \$20 per hour*

Schedule: Mondays 5-8pm (rehearsals 6-7:30pm)
+ *Optional administrative hours: 5-10 hours/week, flexible*

About Berks Youth Chorus

Berks Youth Chorus' mission is to enrich our community by fostering and promoting choral excellence in young people through music education and quality performances. BYC strives to cultivate leadership, confidence, friendship, creativity, and joy for choral singing in young people. We envision our singers contributing to a world that is inspired by and connected through music.

Since 1992, the chorus has provided young singers the opportunity to perform in a variety of venues from nursing homes and churches, to concert halls and hospitals. Our singers embrace music as a celebration that connects people globally and crosses all boundaries.

Our primary programmatic initiative, Chorus for Causes, empowers our youth to use music as a vehicle to give back to their community. Our singers select and partner with organizations doing work in the community that our singers are passionate about. The process gives our singers the opportunity to witness firsthand how their voices can make a difference in our world.

Job summary

The BYC Choristers Director is responsible for preparing the Choristers, BYC's youngest ensemble. Formerly named "Training Chorus," the purpose of the ensemble is to introduce 3rd and 4th grade singers to fundamental skills and principles of singing, aural skills and music theory. The position is collaborative in nature, with a strong emphasis on the holistic needs of singers.

Optional: If agreed upon hiring, the Choristers Director may also provide administrative support in the areas of marketing, database management and donor outreach.

Essential Duties and Responsibilities

1 Artistic Direction

- Assist the Executive and Artistic Director in the design, development and administration of the educational program, including but not limited to summer programs.
- Assist with the recruitment of new singers.
- Assist the Executive and Artistic Director with coordinating placement meetings with new and returning singers to:
 - Identify their needs
 - Determine the ensemble where they belong
 - Establish strong relationships with singers and their families
- Work with the Executive and Artistic Director in the development of repertoire and concert programming.
- Conduct rehearsals with an emphasis on both repertoire and skill-building.
- Collaborate with a staff accompanist.
- Direct BYC Choristers at concerts.
- Coordinate with the Executive and Artistic Director to assure qualified direction for rehearsals and concerts when unavailable to do so.
- Assist the Executive and Artistic Director with the planning and execution of joint curriculum and performance opportunities.
- Co-direct rehearsals and performances of other choruses or combined choruses as necessary and appropriate.
- Resolve site issues and coordinate materials with the Executive and Artistic Director and the Administrative Assistant.
- Attend and participate in periodic artistic staff meetings.

2 ***Administrative Support***

In conjunction with the Executive and Artistic Director and the Administrative Assistant:

- *Assist with creation and distribution of marketing materials—such as social media posts, flyers, newsletters and mailings.*
- *Assist with website updates and social media content creation.*
- *Assist with email, text, and social media updates to BYC families and the general community.*
- *Update databases for donors/members and the music library.*
- *Strategize creative ways to engage BYC donors.*
- *Perform general administrative support as needed.*

Qualifications and Skills

- Interest in and commitment to BYC's mission.
- Significant experience in elementary music education.
- Experience designing concert programs.
- Experience developing relationships with families and with diverse groups of people.
- Strong attention to detail and ability to work both independently and with a team.
- *Regarding administrative hours: All administrative tasks are learnable, and do not require prior experience if the candidate is willing to learn. Many of the tasks are creative in nature.*

Preferred Qualities

- Proficiency on piano is ideal, but an accompanist may be provided.
- Bilingual English/Spanish.
- Desire to learn and improve as a music pedagogue.
- A willingness to embrace new challenges and learn new skills.
- Strong ethical standards and ability to maintain a high level of confidentiality.
- Familiarity with social media and graphic design (like Canva).
- Commitment to BYC values, which includes advocating for social justice, anti-racism and inclusion.

Additional Conditions of Employment

- Ability to pass both state and federal background checks (including FBI fingerprinting) in accordance with the state Child Protective Service Law.

This job description is not an all-inclusive list, but is intended to summarize the key responsibilities. Berks Youth Chorus retains the discretion to add to or change the duties of this position at any time. BYC is an at-will employer and employment may be terminated at any time for any reason including, but not limited to, performance deficiencies and funding restrictions. BYC is an equal opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.