



|                                  |   |                         |                       |
|----------------------------------|---|-------------------------|-----------------------|
| <b>Job Title:</b>                | <b>Conductor</b>  |                         |                       |
| <b>Department/Group:</b>         | Artistic Staff  |                         |                       |
| <b>Location:</b>                 | LYC Office, 3105 Lexington Road, Louisville KY 40206; various concert/performance venues  | <b>Travel Required:</b> | None                  |
| <b>Level/Salary Range:</b>       | Stipend   | <b>Position Type:</b>   | Artistic              |
| <b>HR Contact:</b>               | <a href="mailto:tefoster@louyouthchoir.org">tefoster@louyouthchoir.org</a>  |                         |                       |
| <b>Date Posted:</b>              | Friday, May 19, 2017  | <b>Posting Expires:</b> | Monday, June 19, 2017 |
| <b>Applications Accepted By:</b> | Resume by Email Submission Only: <a href="mailto:tefoster@louyouthchoir.org">tefoster@louyouthchoir.org</a><br>(Do not mail or hand deliver resumes.)   |                         |                       |
| <b>Job Description:</b>          | See included Conductor Job Description  |                         |                       |
| <b>Additional Notes:</b>         | Phone inquires will not be accepted. Mailed or hand delivered applications will not be accepted. Email questions to <a href="mailto:tefoster@louyouthchoir.org">tefoster@louyouthchoir.org</a> . Email applicants only. |                         |                       |

# Conductor

## Job Description

The Conductor of The Louisville Youth Choir has the primary responsibility for implementing the artistic and administrative objectives of the ensemble and is responsible to the Artistic/Executive Director and the Board of Directors of The Louisville Youth Choir, Inc.

From time to time he/she may be asked to work with one of the other ensembles; no single choir shall have more than one Conductor at a time.

Artistic Responsibilities could include but are not limited to:

1. Supervising all areas related to choir membership in consultation and coordination with the Artistic/Executive Director:
  - A. Recruiting and auditioning students from the metropolitan area;
  - B. Keeping accurate records of attendance and dealing with any problems;
  - C. Overseeing all written information/forms as needed or requested.
2. Providing leadership in establishing and maintaining appropriate artistic and educational goals for these choirs;
3. Planning, preparing and executing all performances of The Louisville Youth Choir in consultation and coordination with the Artistic/Executive Director:
  - A. Selecting music appropriate to the artistic and educational goals established for The Louisville Youth Choir, Inc.
  - B. Supervising and coordinating with the Accompanist of The Louisville Youth Choir, guest accompanists and outside musicians for scheduled rehearsal/concerts within the budget allotted for that purpose.
4. Acting as Principal Conductor of Summer Camp

Administrative Responsibilities could include but are not limited to:

1. Performing all artistic functions as outlined above within the budget approved by the Board of Directors;
2. Supervising the daily management of The Louisville Youth Choir (including distributing and collecting the music and keeping accurate attendance records);
3. Attending Staff Meetings when scheduled;
4. Attending Board of Directors meetings and Committee meetings when requested;
5. Working with the Artistic/Executive Director to establish and implement choir rules and regulations;
6. Coordinating the use of volunteers with the board of directors committee for volunteerism;
7. Carrying out any other responsibilities established or requested by the Artistic/Executive Director or the Board of Directors.

## Qualifications

The Conductor should exhibit the following characteristics and/or qualifications:

1. Work effectively with young people and their families;
2. Work effectively with the entire Louisville Youth Choir staff and the Board of Directors;
3. Channel the coordination of activities through the Artistic/Executive Director;
4. Be knowledgeable about the public, private and home schools, religious institutions and music educators in the area;
5. Demonstrate good oral and written communication skills;
6. Be an accomplished musician with experience in conducting choral groups;
7. Hold a Bachelor's Degree in choral conducting or music education;
8. Be familiar with and/or active member of the Music Educators National Conference, American Choral Directors Association and any other appropriate professional music organizations;
9. Possess strong organizational skills;
10. Be knowledgeable of community resources;
11. Maintain and improve musical skills, knowledge and experience.