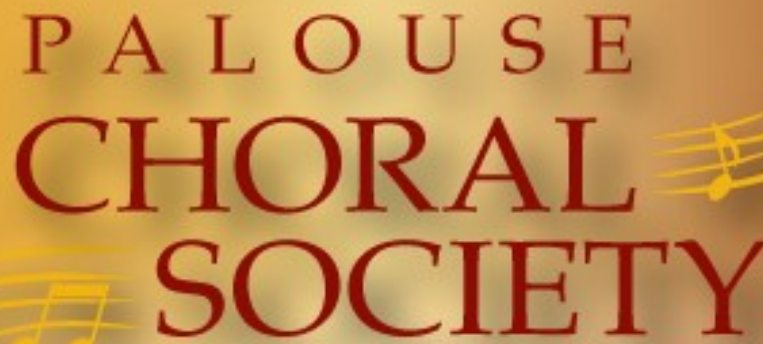


PALOUSE CHORAL SOCIETY



"Celebrating choral music through masterful performances, educational outreach, and cultural enrichment."

Artistic and Music Director

Position Description

The primary function of the Artistic and Music Director is to lead the Palouse Choral Society (PCS) Chorale and the PCS Chamber Choir in preparation of its season concert schedule, and to conduct each concert. The Artistic and Music Director is expected to carry out these responsibilities and expectations within the framework of the mission statement of the Palouse Choral Society.

Position Duties

- Plan the upcoming concert season by March 1st of each year, working closely with the Executive Director to select season concert dates and venues.
- Plan and prepare choral music for the concert season.
- Select repertoire for the Chorale and the Chamber Choir.
- Coordinate season repertoire and choral music collaborations with the Children's Choir Director.
- Prepare budget estimates for the cost of professional soloists and instrumentalists for presentation to the board at the May Budget Committee meeting each year.
- Schedule and hold annual new-member auditions for Chorale and Chamber Choir in cooperation with the Audition Committee.
- Recruit and select professional musicians and soloists required for the Society's concert performances subject to the constraints of the Society's budget and approval of the Board of Directors. Arrange rehearsal schedules and communicate concert dates and times with them.
- If applicable, schedule and hold auditions for Chorale and Chamber Choir accompanist.
- Conduct rehearsals of chorus members and professional orchestra and soloists in preparation for concerts, including an August "Welcome-Back Retreat".
- Arrange for a rehearsal substitute when necessary.
- Prepare (or arrange for) program notes for inclusion in each concert program.
- Guide the Chorale and Chamber Choir members to their full potential for each concert.
- Work with Board members, chorale members (singers), community musicians, and other volunteers on any special projects which involve musical decisions/expertise and/or public relations opportunities.
- Establish a three to five year vision and goals for the Society in collaboration with the PCS Executive Committee and Board of Directors.