



## Assistant Conductor Position Description

<b>Position:</b>	<b>Assistant Conductor</b>
<b>Status:</b>	Part-time / Hourly / Non-Exempt
<b>Reports to:</b>	Artistic Director
<b>Collaborates With:</b>	Director of Artistic Production, Staff Section Leaders

### **POSITION DESCRIPTION**

Pacific Chorale, the resident chorus of Segerstrom Center for the Arts in Costa Mesa, CA is highly regarded as one of the nation's top choruses and as a frequent collaborator with notable orchestras such as Pacific Symphony and the Los Angeles Philharmonic. The organization seeks an exceptionally gifted musician to serve as its Assistant Conductor. The Assistant Conductor must be a versatile, motivating, and highly talented individual who will command the respect of the ensemble's staff and volunteer singers alike, and contribute significantly to the ensemble's artistic growth. Reporting to Artistic Director, Dr. Robert Istad (now in his third season), the Assistant Conductor serves as an integral artistic resource and partner to the Artistic Director, CEO, and the Director of Artistic Production and is expected to actively participate in repertoire, programming, and casting decisions and collaborate on long-range artistic planning goals and programming. For this reason, qualified candidates must demonstrate a comprehensive knowledge of choral repertoire, strong conducting technique, excellent rehearsal preparation skills and the versatility to communicate in a wide variety of traditional and non-traditional musical styles. The Assistant Conductor must be available to cover the Artistic Director for all rehearsals and main stage performances and be prepared to conduct concerts with little to no advanced notice. In addition, the Assistant Conductor is charged with guiding the artistic staff in recruiting and retaining the best available singers in order to ensure a balanced, high-quality choral ensemble and for fostering a high level of personal commitment among singers and the organization.

### **POSITION RESPONSIBILITIES**

#### **Artistic Planning and Preparation**

- Collaborate with the Artistic Director, CEO, and the Director of Artistic Production to develop and achieve annual and long-range artistic planning goals and programming.
- Serve as a resource to identify and recommend potential composers, guest artists, creative collaborators, and programming and screen incoming score submissions from composers for the Artistic Director.
- Collaborate with the artistic staff to compile repertoire research such as performance history, solo/small ensemble requirements, vocal divisi, orchestral editions, rehearsal planning and identifying other musical and logistical issues to facilitate effective rehearsal and concert preparation and production.
- Assist Artistic Director and the Director of Artistic Production in preparing choral and orchestral scores and parts such as transferring the conductor's markings and notes and preparing orchestral parts.
- Participate in current and new-member chorus auditions to advise the Artistic Director on chorister performance evaluations of both staff and volunteer singers for consideration of small ensemble and solo casting and placement on program and seasonal rosters.

#### **Rehearsal and Performance Preparation and Support**

- Attend and assist the Artistic Director at all Pacific Chorale rehearsals and performances, including when the ensemble is engaged by arts partners such as Pacific Symphony.

- The Assistant Conductor should be prepared to cover the Artistic Director as needed and must be able to conduct concerts, lead rehearsals or sectional rehearsals, or step in during a rehearsal, with little or no advanced notice.
- Collaborate with the Director of Artistic Production and Section Leaders to prepare chorus seating charts and section divisi assignments.
- During preparatory rehearsals, the Assistant Conductor will be expected to collect and organize the Artistic Director's comments and markings, actively listen to the ensemble, and solicit feedback from section leaders regarding section and ensemble balance and preparation to help diagnose issues and recommend solutions to correct them.
- During dress rehearsals at all venues, advise the Artistic Director regarding issues of balance and other musical considerations.
- The Assistant Conductor may be asked to prepare the ensemble and attend performances for all services of a production with other guest ensembles, such as Pacific Symphony and the Los Angeles Philharmonic, when the Artistic Director is unavailable.
- Assist the Artistic Director and the Director of Artistic Production in the timely preparation and distribution of pre-performance notes to the ensemble, such as stand/sit cues and last-minute musical instructions.

### **Chorister Management**

- Serve as a key artistic liaison between Pacific Chorale's dedicated corps of staff and volunteer singers and the organization in order to maintain the highest artistic quality and vibrant ensemble morale.
- Encourage and foster a high level of personal commitment from singers through consistent, thoughtful, transparent, and timely communications and personal interactions.
- Collaborate with the Artistic Director and Section Leaders to routinely monitor singers' abilities and participation and collect and evaluate volunteer singers' availability in order to determine and recommend casting on ensemble rosters for both season and individual programs.
- Collaborate with the Director of Artistic Production and Section Leaders to courteously and respectfully manage and address singers' scheduling conflicts, absences and tardiness, and personnel issues that may arise.
- Actively participate in the recruitment, retention, and recognition of Pacific Chorale's singers to nurture a balanced, dedicated, and high-quality vocal ensemble.

### **Pacific Chorale Performance Conducting Engagements**

- The Artistic Director and Assistant Conductor may identify opportunities for the Assistant Conductor to conduct the ensemble on selected works and/or entire programs during the season, as opportunities arise.
- Additionally, the Assistant Conductor may be asked to prepare and conduct special services such as community performances, fundraising events or memorial services.

### **Pacific Chorale Education and Community Engagement**

- Advise the Artistic Director and the Director of Education regarding recruitment and selection of singers for Pacific Chorale educational and community engagement services.
- Participate in educational services, masterclasses, community events, and planning, as

requested and serve as an advisor to the Pacific Chorale Education Committee.

- Advise the artistic and administrative leadership on the evaluation and development of current and future educational programs, collaborations, and services.

### **Other Artistic Administrative Duties**

- Attend Pacific Chorale administrative staff meetings at least once per month and other Pacific Chorale concerts, special events, and programs, as requested.
- May be asked to professionally represent Pacific Chorale in public speaking appearances and patron stewardship events.
- Other reasonable duties and responsibilities as assigned.

### **Qualifications**

- A Master of Music degree in Choral Conducting preferred, or a demonstrated history of success preparing and leading semi-professional and/or professional-level choruses and instrumental ensembles.
- Exceptional musicianship and knowledge of choral and choral/orchestral repertoire and knowledge and proficiency of both modeling and eliciting quality vocal technique from adult professional and semi-professional choruses.
- Excellent interpersonal verbal and written communication skills.
- Must be highly collaborative and well organized.
- Must possess a high degree of tact, professionalism and discretion interfacing with and managing a wide range of professional and volunteer musicians, professional administrative staff, and patrons and community leaders.

### **Work Environment & Hours of Service**

- This is a part-time, hourly position with a work schedule that varies from week to week, based around the concert production schedule. On average, the Assistant Conductor will work approximately 10 – 20 hours per week, encompassing a combination of personal score/rehearsal preparation, rehearsal/performance attendance, and artistic administration duties (sometimes in the Pacific Chorale's Costa Mesa office location).
- The bulk of Pacific Chorale's concert activity occurs between September and June, with occasional summer engagements with Pacific Symphony and the Los Angeles Philharmonic. Most Pacific Chorale rehearsals are scheduled on Monday and Tuesday evenings, with occasional weekend daytime rehearsals.

### **Compensation**

**Salary Range:** \$20 - \$30 per hour, paid twice monthly and commensurate with the candidate's experience and qualifications.

## Application Process

To apply for this position, please visit: [www.pacificchorale.org/contact-us/jobs/](http://www.pacificchorale.org/contact-us/jobs/) to submit the online application form for the “Assistant Conductor” position and upload the following requested application materials:

- A cover letter highlighting your relevant experience, professional goals and interest for this position.
- A current résumé or CV detailing your relevant experience including significant repertoire prepared (especially choral/orchestral works) and ensembles conducted.
- Links to up to 4 video clips (such as YouTube, Vimeo, DropBox or Google Drive) of between 10 – 20 minutes total of your rehearsal and performance conducting footage (with an emphasis on rehearsal footage) that best showcases your musical strengths and abilities as a conductor. On the online application form, for each video link please indicate the following information:
  - Ensemble name, composer name and repertoire conducting, and date of video
  - If applicable, the recommended start time if you wish to direct the review panel’s attention to a particular section in a long video. Also, please share any necessary passwords for videos on a protected site.
  - Applicants are strongly encouraged to submit their video clips via YouTube.com unlisted links.
- Please attach all written documents as .doc or .pdf formats.
- If you run into any technical difficulties with the online application, please call our office, (714) 662-2345.
- **The application submission deadline is Friday, March 20, 2020.**

Selected Candidates will be invited for a phone or Skype interview with the Artistic Director and at least one other member of the review panel in March 2020.

Finalists will be invited for in-person interviews with the review panel and a conducting audition with the ensemble in late April 2020.

## About Pacific Chorale

*The mission of Pacific Chorale is to inspire our community through artistry and innovation in choral music performances and education programs.*

Located in Costa Mesa, California, Pacific Chorale has delighted national and international audiences with concerts of great choral music performed at the highest musical standards since 1968. Under the artistic leadership of Robert Istad, the organization produces a series of concerts each year at Segerstrom Center for the Arts, where it serves as the resident choir. Pacific Chorale is recognized for exceptional artistic expression, preserving and performing classical choral music as well as presenting stimulating American-focused programming. In addition to its own substantial performance season and long-standing partnership with Pacific Symphony, the Chorale is sought regularly to perform with the nation’s leading symphonies, having performed with such renowned American ensembles as the Los Angeles Philharmonic, the Boston Symphony, the National Symphony, San Diego Symphony, Los Angeles Chamber Orchestra, Philharmonia Baroque Orchestra, and Musica Angelica.

For more information about Pacific Chorale, please visit [www.pacificchorale.org](http://www.pacificchorale.org).

*Pacific Chorale is an Equal Employment Opportunity Employer and actively and enthusiastically seeks a diverse pool of candidates.*