

READING CHORAL SOCIETY MUSIC DIRECTOR JOB DESCRIPTION

The **Music Director** will positively and actively promote the mission, vision, and core values of the Reading Choral Society while executing the following:

1. Support and encourage a program of musical education and continuous improvement in the vocal technique of the Society.
2. Work closely with staff and vocal coaches to achieve optimal effectiveness.
3. Suggest programs, soloists, and orchestra requirements to the Artistic Production Committee, including all associated costs – musicians, music and venue costs. Programs must be approved by the Finance Committee before scheduling.
4. Prepare the Society for up to 3 major and 3 minor performances annually. Society rehearsals are normally held every Tuesday night at Christ Episcopal Church, Reading, PA., from 7 PM to 9 PM. The rehearsal season runs from late August until mid-May (dependent on date of Labor Day and concert season). The Music Director is expected to lead weekly rehearsals.
5. Oversee the selection, requirements, and preparation of the RCS Chamber Choir. Facilitate and monitor the Chamber Choir’s rehearsal plan, and give approval for performance.
6. Select and prepare the musical accompaniment appropriate for each performance.
 - a. Procure orchestra members either directly or through contractors, hiring local members when possible.
 - b. Conduct at least one rehearsal with orchestra prior to dress rehearsal, when needed and allowed by budget.
 - c. Conduct at least one dress rehearsal with chorus, soloists, orchestra and any additional ensembles.
7. Select and engage soloists and guest ensembles when appropriate with prior approval by the Artistic Production Committee. Soloists may be selected from Society members or may be outside professionals as demanded by the musical selection. Keep within budget set by the Finance Committee. All contracts are subject to approval by the Finance Committee. Seek to hire professional soloists within Berks County when possible.
8. Prepare the Society for Gloria Singers, working directly with Gloria Singers Director and committee to coordinate the program for both students and RCS members.
9. Conduct the Society in performance.
10. Be available for public relations interviews, promotions, etc.
11. Conduct auditions for new membership in the Society. New members will normally be asked to demonstrate an ability to read music, to follow a director, and to have a choral voice. MD will also uphold and administer the RCS membership and attendance policies by conducting 1st year, periodic, and concert vocal reviews in order to ensure concert preparedness.
12. Make an annual report to the Society, at the Society Annual Meeting, on the musical condition of the Society.
13. Be a non-voting Ex-Officio member of the RCS Board. Attendance is requested at board meetings; however, bi-monthly written reports are expected for the meetings.
14. Be responsible to the RCS Board for performance of the above.
 - a. Communicate between the Executive Director, Committee Chairs, and the Board in a clear and timely manner regarding details set forth in this contract.
 - b. An annual performance evaluation will be utilized to provide appropriate feedback to the Director.

The Music Director may occasionally be asked to perform additional tasks. Additional compensation for these tasks will be negotiated as needed.

Read and approved: _____ Date: _____
Music Director

RCS President