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## **Job Posting: Artistic Director**

The Oakville Children’s Choir<sup>1</sup> (“Oakville Choir”) seeks a visionary, collaborative and dynamic music educator and leader for the role of Artistic Director. Building on the successes of the Oakville Choir to date, the Artistic Director will define and shape the Oakville Choir’s artistic vision and will be responsible for the leadership and direction of the Oakville Choir, including but not limited to programming, rehearsals, performances, conducting choirs, and recruiting and selection of the artistic team, as necessary.

### **Background**

Founded in 1994, the Oakville Children’s Choir (o/a Oakville Choir for Children & Youth) provides children and youth, ranging in age 4 to 24 and spanning across 7 choirs, the opportunity to experience musical excellence and cultural enrichment through choral music.

As a dynamic and award-winning choral organization, we are most proud of the choral collaborations that we have created through partnerships with other arts and community organizations both locally and internationally through our touring program. We continue to focus on empowering all youth to use their voice to lead, connect, learn, and build confidence in their community and beyond.

For more details about the Oakville Choir, please visit [oakvillechoir.org](http://oakvillechoir.org)

### **Summary**

The Artistic Director will build upon the 27-year history of the Oakville Choir and establish a compelling vision and direction that will increase the vibrancy of the organization. The candidate will hold a deep understanding of young singers and a passion for and knowledge of vocal development. The candidate must be an exceptional conductor and vocalist with advanced understanding in vocal pedagogy and repertoire choices. The candidate must be skilled in coaching individual singers in a rehearsal setting and creating a collaborative and inclusive choral community. While staying current with industry trends, the candidate will enthusiastically maintain a challenging and rewarding program for all choir members and the artistic team. This enthusiasm will be evident through the candidate’s formation and oversight of choirs, conducting of choirs, management of the artistic team, and repertoire selection.

The Artistic Director will partner with the Director of Operations to plan and lead tours that are artistically and educationally fulfilling for choir members. The Artistic Director will also collaborate with the Director of Operations to secure grant funding. The Artistic Director will represent the Oakville Choir in arts communities, establishing positive relationships with donors, families, and other community stakeholders. The Artistic Director will have an established industry network and serve as the “face” of the organization from a promotional perspective. It will be of utmost importance for the Artistic Director to collaborate with the Board of Directors to identify strategies for the Oakville Choir to remain relevant as exhibited by healthy enrollments while maintaining high artistic quality.

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<sup>1</sup> The Oakville Children’s Choir operates as the Oakville Choir for Children & Youth.



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## **Key Responsibilities**

Reporting to the Board of Directors, the key responsibilities of the Artistic Director include and are not limited to the following:

### ***Artistic Management and Leadership***

- Provide overall artistic leadership and direction for the Oakville Choir
- Plan and lead weekly rehearsals for at least 1 of the choirs and conduct their performances
- Serve as official spokesperson at all choral activities and events
- Plan for and oversee at least 3 major concerts a year (including an annual holiday concert)
- In collaboration with the Director of Operations and the artistic team oversee all rehearsals, performances, workshops, retreats, concerts, and other events
- Coordinate and implement a comprehensive choral music educational program with a focus on musicianship and music literacy
- Collaborate with the artistic team to select repertoire and concert programs for all choirs
- Manage the artistic team and guest musicians including training and development plans for the artistic team.
- Promote and grow membership at all levels using recruiting and retention strategies
- Work with the Director of Operations to research and recommend regular tours, both international and domestic
- Seek, support, and develop performance and promotional opportunities for the choirs
- Maintain a positive working relationship with choristers, artistic team members, parents, the Board of Directors, and stakeholders

### ***Board Relations***

- Work closely with the Board of Directors and the Director of Operations on all facets of the organization including strategic planning, setting policy, budgeting, fundraising, recruitment, marketing, and programming

### ***Public Relations***

- Serve as the official spokesperson for the Oakville Choir

### ***Financial***

- Develop an annual comprehensive artistic plan in partnership with the Director of Operations that provides the basis for the annual budget
- Collaborate in the preparation of grant applications
- Support organizational fundraising efforts by cultivating and nurturing relationships with donors

## **Qualifications, Competencies and Skills**

The ideal Oakville Choir Artistic Director candidate will possess these qualifications:

- Bachelor's or Master's Degree (preferred) in Choral Conducting, Vocal Performance, or Music Education or equivalent experience



- Demonstrated command of vocal/choral methods and techniques, rehearsal management, pedagogy and conducting
- Extensive knowledge of youth choir repertoire suited for various age groups and levels of musicianship
- Extensive conducting experience or music teaching with children's or youth choirs or equivalent experience
- Previous experience as an Artistic Director is an asset or equivalent experience
- Passion for working with children and strong belief in and understanding of the benefits of performance-based music education
- Detail oriented, excellent time management, strong verbal communication, organization, and logistical planning skills
- Willingness to work flexible hours including evenings and weekends
- Strong and inspiring vision for increasing the vibrancy of children and youth choirs
- Engaging and articulate public spokesperson who will enhance the profile of the organization

### **Compensation and Hours**

Hours will be flexible but must accommodate evening and weekend rehearsal and performance schedules and board meetings. Compensation for this role is commensurate with experience.

### **Application Process**

1. Applicants are asked to submit a resume/CV and an introduction of who you are and why you are applying to [careers@oakvillechildrenschoir.org](mailto:careers@oakvillechildrenschoir.org). This introduction can be a written cover letter or a video (unlisted or private YouTube video link or shared video from Google Drive would be sufficient) introducing yourself—choose whatever media you feel will best introduce you to us.
2. Selected candidates will be asked to submit supplemental materials (e.g., rehearsal videos, conducting videos, proposed repertoire) and participate in a preliminary interview (virtual or in-person) with the AD Search committee.
3. A subset of candidates will be invited to audition in-person with the AD Search Committee and Oakville Choir singers. The in-person component will include leading a short rehearsal, including warm-ups, rehearsing a section of a piece, and conducting a performance of a section of a piece. You will have a short in-person conversation with the AD Search Committee.
4. The AD Search Committee will conduct reference checks for the final candidates before making an offer. Upon hire, the selected candidate will need to provide a Vulnerable Sector Check.

### **Target Timeline**

**January 31, 2022**

February 2022

**Deadline to submit cover letter, resume, & links**

Complete confidential preliminary screening and review of supplemental materials and interviews



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March 2022	Complete in-person auditions
April 2022	Complete final selection and onboarding process
May 2022	Announce Artistic Director
September 2022	Artistic Director position (official contract start date)

**All applications will be treated as confidential.** Ideally, our new Artistic Director will start no later than May 1, 2022, but as early as April 1, of 2022, to work alongside our current interim-Artistic Directors and Director of Operations in learning and acclimating to the culture of Oakville Choir.

Any questions about the role may be directed to [careers@oakvillechildrenschoir.org](mailto:careers@oakvillechildrenschoir.org) No phone inquiries please.

We thank everyone who takes the time and makes the effort to apply. Only candidates selected for further consideration will be contacted.

Oakville Choir is committed to reflecting the diversity of our community. We believe in equity and inclusion and strongly encourage applications from all qualified individuals regardless of gender, age, race, sexual orientation, and ability. If you require accommodation, please let us know and we will work with you to meet your needs.