

Youth Choral Theater of Chicago
ASSISTANT DIRECTOR JOB DESCRIPTION
June 2018

General Information

Youth Choral Theater of Chicago (YCT) is looking for an Assistant Director (ASD) who will be a qualified artist, musician, and conductor. This person will collaborate with the Artistic Director (AD) to cultivate and strengthen YCT's reputation for excellence. The ASD is responsible for teaching a one-hour class once a week, attending staff meetings, and conducting at all concerts. The ASD is a part-time stipended position, commensurate with experience.

Internal Relationships

The ASD shall report directly to the AD, and the AD will periodically assess their performance. Accordingly, the AD will be responsible for the determination of ASD work priorities and will monitor the progress of the ASD. The ASD will work closely with the AD, providing reports and feedback about classes and families. The ASD is the primary point person for the class they teach, as well as with YCT staff and parents/guardians.

General Duties

- Serve as a high-profile, enthusiastic advocate and promoter of the Youth Choral Theater of Chicago;
- Oversee and nurture a supportive and high-quality musical learning environment for grades 2-8;
- Demonstrate a high professional standard and dynamic understanding of the children's voices, vocal pedagogy, language and diction, and diverse musical styles and genres;
- Coordinate delivery of diverse, high-quality repertoire, and curriculum for the class;
- Engage in active communications with the AD, Projects Manager (PM), funders, parents, other members of the North Shore cultural community, and other groups as appropriate;
- The ASD will have a proven track record of organization building, relevant leadership experience, and degree from a college or university. Graduate study preferred.

Management Duties

- The ASD will work with the accompanist to perform high-quality literature and music teaching;
- The ASD will help disseminate information about YCT to students and families;
- The ASD will communicate with the AD to purchase music and supplies for the class;
- The ASD, in collaboration with the PM, will oversee the organization and maintenance of the music library.

Rehearsal Duties

- The ASD will prepare all song sheets and learning materials for the rehearsals;

- The ASD will work with the AD to prepare all curriculum and execute the plan for all classes and rehearsals.

Enrollment Duties

- ASD will be responsible for working toward fulfillment of the enrollment goals for each fiscal year, as developed by the AD, PM, and Board of Directors;
- Attract, recruit, retain, and inspire:
 - Recruit top young singers from the community to grow YCT enrollment;
 - Foster relationships with local music teachers and programs;
- The ASD will use their professional network to help launch audition materials from the AD and PM for auditions.

Fundraising Duties

- With assistance from the PM, ASD will continually seek out new fundraising opportunities and build upon existing fundraising ventures through thorough donor relations and communications.

Concert Duties

- The ASD will work with the AD to oversee all artistic, music related, and performance aspects in the development of the chorus's annual rehearsal and performance calendar;
- The ASD will maintain and increase the standard of musical excellence.

Experience with the following programs are preferred:

- Microsoft Office Suite, Google Docs, Dropbox, Facebook/Instagram/Social Media, and Email