

Singers Marin
Vocal Arts Academy
Job Description

YOUTH INSTRUCTOR/CONDUCTOR

Reporting to the Artistic Director, the Instructor/Conductor is responsible for both the musical and administrative duties of the chorus by performing the following tasks:

Musical Responsibilities:

1. Aims for the highest possible musical standards to ensure quality musical presentations in the name of Singers Marin.
2. Maintains a close working relationship with the Artistic Director
3. In consultation with the Artistic Director, makes suggestions of repertoire for each of the two concert seasons, holiday and spring
4. Assists with the preparation of music packets for distribution to the singers as necessary
5. Conducts the chorus in the Singers Marin Holiday and Spring concerts
6. Coordinates out-reach performances with the Artistic Director, i.e., retirement homes, health-care facilities, farmers' markets, community events, etc. and schedules as appropriate

Administrative Responsibilities:

1. Collects registration forms, photo release agreements and tuition payments from all students, and delivers to the Singers Marin office.
2. Assists with wardrobe measurements as needed for each child.
3. Takes attendance at each rehearsal and performance
4. Maintains personal records of the above and duplicates files for the Singers Marin office.
5. Creates an email/texting contact list and communicates regularly with parents
6. Coordinates volunteer assistance from parents as needed.