



Job Posting: Artistic Director

Date Posted: September 14, 2020
Application Deadline: October 31, 2020
Application Instructions Below

About PRISM:

Founded in 2016, PRISM Gay Men and Allies Chorus Corporation ("PRISM") is a volunteer, non-profit, performing arts organization whose purpose is to support the LGBTQ+ and ally community of Southeast Michigan. Committed to "*changing lives one note at a time*", PRISM's mission is to provide service through various out-reach programs and to provide the community with musical and artistic programs through our seasonal performances.

About the Role:

The Artistic Director is responsible for the formulation, planning and implementation of the artistic vision for the PRISM. The Artistic Director will lead the chorus in its primary strategic initiative – to exemplify the highest standards of musicianship, artistry and entertainment while developing the unique style characteristic of the PRISM brand.

Candidates should display a thorough command of choral conducting technique and extensive knowledge of choral repertoire and must demonstrate proven success in planning and executing concerts with a wide range of musical repertoires and styles. Candidates must demonstrate excellent interpersonal communication skills which will enable them to be a leader to the chorus, as well as within the LGBTQ+ community and the community at large.

The Artistic Director will be expected to serve as an official representative and a driving force for the chorus and will show a strong commitment to fulfilling the potential of PRISM as an artistic and community resource. An understanding of and commitment to PRISM's Mission and Strategic Plan is required.

This position reports directly to the Chairperson of the PRISM Board of the Directors.

Primary Job Duties

- Oversee all musical activities of the organization.
- Choose musical selections and develop music programs for rehearsal, production, and performance.
- Function as a driving force in the development of creative and innovative new concert ideas and reach out to key individuals to pursue these opportunities.
- Audition prospective and screen current singing members.
- Conduct all rehearsals and performances.
- Manage the artistic elements of PRISM, Men of Note and any other performance ensemble made up of PRISM members.
- Serve as representative for the chorus to the general community.

Comprehensive Job Duties

Music

1. Design, coordinate, and direct chorus programming.
 - a. Manage the artistic affairs of the chorus.
 - b. Select, in consultation with the PRISM Board, all performance schedules including seasonal concerts and outreach concerts / performances.
 - c. Schedule, conduct and manage all rehearsals, including preparation of rehearsal schedules prior to the beginning of each concert season, including meeting times with artistic staff (accompanists, section leaders and musicians).
 - d. Audition new members, soloists and, when needed, instrumentalists.
 - e. Select, in consultation with the PRISM Board, the member-based Production Committee and Section Leaders, the repertoire for all performances, including securing performance rights, mechanical licenses and any other required permissions needed for printed and/or arranged music.
 - f. Work in conjunction with the Production Committee to develop concepts for and production requirements for all PRISM concerts, ensuring that all technical needs and staging details run smoothly, minimally one month prior to final rehearsals.
 - g. Help secure appropriate guest artists, when appropriate.
2. Provide supervision for music-related artistic staff and volunteers.
 - a. Supervise the Accompanist(s) and other artistic staff.
 - b. Identify, coach, and supervise the activities of chorus section leaders, Assistant Director(s), Assistant Accompanist(s).
 - c. Communicate regularly with section leaders prior to and during the season, regarding vocal issues, repertoire to cover in upcoming sectionals and other musical needs.
3. Facilitate the work of the Music Committee.
 - a. Select concert themes and collaborations that support the chorus mission, including research of appropriate music for the upcoming season.
 - b. Communicate with the Accompanist(s) and section leaders regarding the rehearsal list, tempos, and other performance details for recording rehearsal tapes.

Board, Community, and Other Administrative Responsibilities

1. Promote PRISM's focus on its mission.
 - a. Work with the Chorus, the PRISM Board, and volunteers to promote a positive atmosphere of community within the organization.
 - b. Network with other arts organizations, music directors, and community groups to increase the visibility of the Chorus and to encourage collaboration.
 - c. Participate in media and other public events.
 - d. Maintain appropriate communication with other Gay and Lesbian Associations of Choruses ("GALA"), as well as other artistic organizations in Michigan.
2. Manage administrative and artistic details for community outreach projects.
 - a. Work with the PRISM Board to identify appropriate chorus community appearances.
 - b. Manage and coordinate all communication and planning details for metro-area community appearances and/or performances.
3. Business Development, Marketing, and Finances.
 - a. Work with the PRISM Board to identify new partnerships and other business opportunities that align with PRISM's mission.
 - b. Provide input to the PRISM Board regarding marketing concepts and media strategies for performances.
 - c. Work with the PRISM Board to prepare detailed budget requirements for all artistic needs of the chorus and work with the Treasurer to provide annual artistic budget proposal.
 - d. Work with the PRISM Board to meet or exceed the budgeted earned revenue targets.



Job Posting: **Artistic Director**

4. Communicate regularly with the PRISM Board and other chorus leadership.
 - a. Attend meetings of the PRISM Board of Directors and provide detailed reports to the Board as requested.
 - b. Attend and provide input for the annual PRISM Leadership retreat.
5. Participate in professional development.
 - a. Participate in professional organizations: American Choral Director's Association, GALA, Chorus America, etc.
 - b. Maintain and update professional competence by attending workshops, classes, and conferences.
 - c. Attend concerts of other choral organizations.

Qualifications & Experience

Required

- Advanced Music degree (preferably in choral conducting) from an accredited program, or a Bachelor of Music degree with commensurate choral conducting experience.
- Demonstrated success in directing a chorus of similar (or larger) size with similar artistic goals for a minimum of five years.
- Experience in planning and executing cohesive concert programs.
- Strong leadership, communication (written and verbal) and interpersonal skills.
- Experience with adult, non-profit volunteer organizations.
- Development/fundraising experience with a major non-profit arts organization.
- Proven ability to meet deadlines and financial targets.
- Proficient computer skills, including Microsoft Word, Microsoft Excel, and Chorus Connection.
- Demonstrated understanding of the role that culture plays in social change.
- Demonstrated commitment to diversity and inclusion.

Preferred

- Facility in arrangement (including SATB to TTBB) and/or composition
- Experience with an LGBT organization or GALA Chorus
- Strong piano playing skills



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Compensation and Benefits:

The Artistic Director position is offered as a part-time (contracted W-2) position and is an exempt position within the meaning of the Fair Labor Standards Act and the Michigan Department of Licensing and Regulatory Affairs Wage and Hour Division. A competitive contract-based salary commensurate with qualifications and experience is available.

Application Procedure:

Please provide the following items to complete your application package:

1. Letter of interest.
2. Resume or Curriculum Vitae, including any awards and honors received.
3. Samples of previous programs conducted.
4. A proposed outline for a season of concerts consisting of three major performances – holiday, spring, and summer.
5. Two (2) video recordings of performances conducted demonstrating musical artistry and diversity.
6. One (1) video recording in which the candidate conducts a rehearsal is strongly preferred.
7. Any additional materials you believe will support your application (e.g. sheet music candidate has arranged or composed, audio recordings of performances).
8. A minimum of three professional references, including contact information (name, telephone number, email address) as well as their relationship to you (i.e., prior employer, etc.).

Please send these items via EMAIL to: secretary@prism-chorus.org

Application deadline: October 31, 2020.