

Assistant Artistic Director – Sage Singers

Job Description

Purpose of Position:

- Assist the Sage Artistic Director (AD) in carrying out artistic programming, collaborations and concerts that enhance the mission of the organization and assist with relevant administrative tasks.

Supervised by:

- President of the Board of Directors

Reports to:

- Artistic Director

Compensation:

- Salaried position.

Time Commitment:

1. Flexible hours, including evenings and weekends.
2. Minimum of approximately 3 hours per week average for rehearsals and concerts spread over approximately 9 months per year. (Note: There are breaks for summer and breaks between concerts);
3. Two or three major concerts; (e.g., fall, winter, and spring);
4. May have 6-12 additional community performances per year;
5. Tech rehearsals prior to each concert;
6. May have additional sectional rehearsals in addition to regularly scheduled rehearsals;
7. Attend annual chorus retreat; and
8. Serve on regular and ad hoc committees (e.g., Music Team) as needed.

Responsibilities:

1. Promote focus on the Chorus mission and a positive atmosphere of community within the organization.
2. Network with other arts organizations, music directors, and community groups to increase the visibility of the Chorus and to encourage collaboration.
3. Assist the Artistic Director to design, coordinate, and direct Chorus programming;
4. Attend regular rehearsals and any additional rehearsals as needed.
5. Assist Artistic Director and Music Team to program concerts in November, February or March, and June including theme development and integration of guest artists, ensembles, soloists, and visual elements.
6. Assist with audition and selection of soloists and small group ensembles.
7. Lead small group ensemble of auditioned singers (Sage Out and About)
 - Coordinate audition of singers for small group
 - Arrange for rehearsals
 - Design repertoire
 - Hold rehearsals and perform small group outreach concerts (About 1 per month on average)
8. Participate in Music Team meetings.
9. Assist Artistic Director with sectionals, warmup exercises and other activities as required.

Required Experience, Knowledge, Skills, and Abilities:

1. Experience conducting a community-based chorus with singers of various musical skills and experience;
2. Interest in, and commitment to, embracing the mission of the Chorus;
3. Ability to offer strong leadership skills;
4. Flexibility in working with a diverse group of volunteers and personalities;
5. Effective communication skills, both written and verbal;
6. An ability to work within electronic media: word processing, e-mail, and internet;
7. Comfort with, and understanding of, the LGBTQ+ community; and
8. Ability to effectively run rehearsals with large and small group work.

Accepted by BOD on 00/00/2025