

## **Greater Harrisburg Chorus Director Job Description**

### **PART 1 – THE DIRECTOR AGREES:**

- To teach and train the Chorus in four-part harmony singing (barbershop style) and to provide at least 2.5 hours of musical instruction, on scheduled rehearsal. Instruction may be delegated and may include the following: proper breathing techniques, vowels, sectional singing, proper dynamics, choreography and all other instructions necessary for the chorus' development. The Director may add/change/cancel rehearsals (full chorus or sectional) with the approval of the Chorus Leadership, to achieve the desired results.
- To appoint and/or update appropriate personnel and foster the ongoing training, education and development of the assistant director(s), section leaders and their assistants, and choreographers, and delegate duties as they deem necessary and/or appropriate.
- To direct the chorus in each competition for which the chorus is eligible, provided all criteria for performing in competition has been met by the members. In the event this is not possible, they will choose and train their replacement with the approval of the Chorus Leadership.
- To cooperate with the Show Chair in planning and directing the Chorus Shows and directing them.
- To direct at performances. If the director cannot be present at a performance, they will arrange for an assistant director to cover the performance.
- To consult with the Choreography committee/Visual Team in the planning of choreography to ensure that it enhances the musical product.
- To attend, whenever possible, Regional and International music schools/training events considered appropriate and beneficial to the director and the chorus.
- To abide by the International, Regional and Chorus By-Laws, and Regional & Chorus Standing Rules of Sweet Adelines International.
- To give the President notice of their plans to be absent from scheduled rehearsals as early as possible but no later than two weeks in advance, with plans for rehearsal coverage, when possible and barring unforeseen circumstances.
- To promote chorus quartets and assist them when possible.
- To assess readiness of chorus quartets for performing, using the "Basic Criteria for Public Performance" found in Section VIII of the Chapter Guide.
- To consult with the President immediately if problems arise which inhibit the Director's ability to function in their capacity as Director.

- To express opinions and make suggestions to the Chorus Leadership concerning administrative matters that affect the musical area.
- To attend meetings of the Board of Directors when requested.
- To take responsibility for determining the musical qualifications of prospective members.
- To determine the music eligibility of members to sing at engagements, along with input from the Music Team and listeners.

**PART II – THE GREATER HARRISBURG CHORUS MEMBERS AGREE TO:**

- Provide adequate rehearsal facilities.
- Attend rehearsals and performances regularly and on time.
- Learn words, music and choreography to all songs at the pace prescribed by the Director.
- Give attention to the director at rehearsals and performances
- Arrive at performances with proper costume (complete and clean) and appropriate make-up, with music and choreography learned.
- Provide the Director with all costumes necessary for traveling or performing with the chorus.
- Provide the Director with Chorus Standing Rules and keep them informed of all administrative decisions via the President and copies of all meeting minutes.
- Consult with the Director in administrative decisions that affect the musical area, i.e. special programs or membership meetings that may require using some rehearsal time.
- Immediately bring any problems between members and director to the attention of the president for discussion and resolution.
- Abide by International, Regional and Chorus by-laws and Regional & Chorus Standing Rules of Sweet Adelines International.
- Review this contract on a bi-annual basis