



Position: ARTISTIC DIRECTOR - Portland Lesbian Choir
Portland, Oregon

Supervised by: President of the Board of Directors

Purpose of Position:

To develop and carry out artistic programming, collaborations and concerts that enhances the mission of the organization.

Time Commitment: 30 hours per week on average

Salary Range: \$55,000-70,000 annually DOE

Benefits: Benefit Allowance, Holidays, PTO, Professional Development
Cellphone Reimbursements & Technology/Software as needed

Timeline: Virtual Interviews May 14 or 21, 2026
In Person Interview/Audition May 30, 2026
Extended Offer June 30, 2026
Expected start date on or before August 1, 2026

Application Requirements:

Resume, DEI Statement, Letter of Interest
Samples of Previous Concert Programs
Video Recording of Conducting

Please submit all requirements no later than April 30, 2026 to secretary@plchoir.org

PLC Vision Statement

The Portland Lesbian Choir envisions an equity-centered community that celebrates resiliency and belonging while radically changing lives through music.

PLC Mission Statement

The Portland Lesbian Choir builds harmony and community through compelling musical performances. We elevate LGBTQIA2S+ voices, emphasize equity, and encourage collaboration, growth, and service.

Responsibilities:

1. Promote the Choir's focus on its mission

- Work with the Choir, the Board, and volunteers to promote a positive atmosphere of community within the organization.
- Network with other arts organizations, music directors, and community groups to increase the visibility of the Choir and to encourage collaboration.

2. Design, coordinate, and direct Choir programming

- Prepare for and direct weekly rehearsals, choir retreat rehearsals, technical and dress rehearsals and performances
- Direct outreach performances
- Plan annual performance schedule and venues
- Work with the Executive Director to ensure venue contracts are in place and reflect the needs of the concerts.
- Organize a season rehearsal schedule
- Design each concert performance including integration of guest artists, ensembles, soloists and visual elements.
- Contract with technicians and musicians for each concert project.
- Work with the Production team to ensure that concert technical needs, lights and sound, blocking, costuming, and staging details run smoothly.
- Audition, select and coach soloists and small group ensembles
- Select song arrangements - evaluating for suitability for singers' ranges
- Ensure that current season music is purchased
- Secure new arrangements and performance rights where appropriate
- Work to meet the organization's goal of increased musical excellence

3. Manage administrative and artistic detail for outreach projects

- Serve as a member of the Outreach Task Group to assess Outreach opportunities and make recommendations to the Choir Coordinating Committee
- Work with Production on:
 - Communication, logistics and planning details for metro-area community performances
 - Planning, schedule, communication, host contacts and programming for Choir outreach concerts
 - Coordinating travel, food and housing details for outreach concerts
- Work with the Music Committee to:
 - Select music for all Outreach performances
- Work with Publicity on advertising, communicating, and publicizing Choir outreach activities

4. Provide supervision for music staff and volunteers

- Hire and supervise Collaborative Pianist with approval of the Board
- Ensure Practice Tracks are completed in a timely and accurate manner (through outside contract or internal resources)
- Work with Section Representatives regarding attendance issues
- Evaluate singer readiness per Attendance Policy & Procedure
- Work with Section Leads to organize sectionals and identify music focus areas

5. Participate in Music Committee

- Work with the Music Committee to select appropriate music for each concert
- Work with the Music Committee to identify concert themes and collaborations that support the choir mission
- Work with the Music Committee to address choir member concerns related to music
- Seek Music Committee input for proposals to Choir Coordinating Committee for:
 - o Concert, rehearsal, and audition schedules
 - o Guest artists
 - o Commissions and arrangements

6. Development and Finances

- Write narrative as needed for concert projects; provide input to Fundraising for grants
- Participate in securing and rehearsing musical talent for fundraising events
- Work with the Executive Director on program design and content and participation in media events
- Provide input to annual budget in collaboration with the Board Treasurer, Music and Production Coordinators
- Ensure that Music expenses are within Budget

7. Communicate regularly with the Board and other choir leadership

- Attend Board meetings as a (non-voting) member and provide a monthly report
- Attend Executive Committee meetings
- Attend Choir Coordinating Committee meetings monthly
- Attend and provide input for the annual Leadership retreat and Annual Meeting

8. Participate in professional development

- Participate in professional organizations: American Choral Director's Association, GALA, Chorus America, etc.
- Maintain and update professional competence by attending workshops, classes and conferences.
- Review new choral works and recordings; read professional journals.
- Attend concerts of other choral organizations.

Required Experience, Knowledge, Skills and Abilities:

- BA or Advanced Degree in Music with an emphasis in choral conducting or equivalent conducting experience (minimum 5-6 years).
- Experience conducting or working with a community-based chorus and with singers of various musical skills and experience.
- Interest in and commitment to embracing the mission of the Choir.
- Ability to offer strong leadership skills as well as to balance work within a team setting.
- Flexibility in working with a diverse group of volunteers and personalities.
- Strong communication skills, both written and verbal.
- An ability to work within electronic mediums: word processing, email, internet and intranet.