

SD MASTER CHORALE

Title: Assistant Conductor

Status: Part-time / Non-exempt (hourly)

Salary: \$30-\$40 per hour, commensurate with experience

Estimated Hours: 7-9 hours per week (plus concerts and events)

Reports to: Music Director

Location: San Diego, CA (in-person rehearsals and concerts required)

Position Summary: The Assistant Conductor serves as the primary artistic partner and support to the Music Director, contributing to the musical excellence, rehearsal effectiveness, and artistic integrity of the San Diego Master Chorale (SDMC).

This role prioritizes conducting skill, exceptional listening skills, musical judgement, and trusted collaboration. The Assistant Conductor focuses on listening across sections, supporting singers, reinforcing artistic decisions, and serving as a sounding board for the Music Director.

The Assistant Conductor is present at all rehearsals and concerts and plays a key role in rehearsal leadership, communications, auditions, and artistic logistics. Singing in the SD Master Chorale is not a requirement of this role.

Time Commitment (typical week)

- Weekly meetings SDMC staff and artistic administration tasks: 3-4 hours
- Weekly Monday night rehearsals: 2.5-3 hours
- Weekly score study and preparation: 2 hours
- Concerts and events as scheduled in the season
- Additional hours for engagement events as scheduled throughout the season
- *Hours may increase modestly during audition periods or concert weeks.*

Core Responsibilities

Artistic & Rehearsal Support

- Attend every scheduled rehearsal and concert during the season
- Assist the Music Director with musical preparation of the chorus
- Lead warm-ups, sectionals, or full rehearsals at the discretion of the Music Director
- Provide clear, candid, and respectful musical feedback when requested
- Serve as a trusted sounding board for interpretation, pacing, and rehearsal strategy
- Reinforce the Music Director's artistic vision, rehearsal methods, and interpretive decisions
- Listen critically across all sections and identify balance, tuning, diction, and ensemble issues
- Organize and streamline rehearsal notes and communicate them clearly to singers

Conducting & Coverage

- Serve as cover conductor for rehearsals and concerts as needed
- Assist with seating and standing arrangements for the chorus
- Support rehearsal flow and room setup as needed

Auditions & Singer Support

- Assist with audition recruitment and outreach
- Pre-screen audition materials
- Serve on audition listening panels
- Communicate effectively with paid singers regarding section-specific needs, schedules, and updates
- Provide coaching support to soloists as needed

Programming & Guest Artist Support

- Assist the Music Director with repertoire planning and programming discussions
- Support guest artist engagement, preparation, and on-site coordination
- Act as a musical liaison between guest artists and the chorus as needed

Administrative & Collaborative Duties

- Maintain clear, timely communication with the Music Director and administrative staff
- Participate in weekly operations meetings as needed
- Support engagement and education programs as needed
- Collaborate with staff, board members, and partner organizations with professionalism and discretion

Preferred and Required Qualifications

Required

- Advanced musicianship with strong conducting skills
- Demonstrated experience leading choral ensembles (collegiate, community, or professional/semi-professional preferred)
- Exceptional aural skills and ability to diagnose ensemble issues quickly
- Excellent oral and written communication skills
- High emotional intelligence; ability to give and receive direct feedback
- Strong organizational skills and ability to manage multiple priorities
- Availability for all rehearsals and concerts throughout the season

Preferred

- Piano proficiency (ability to cover for accompanist as needed)
- Vocal background; ability to coach soloists
- Experience working with professional or semi-professional choruses
- Interest in community engagement or educational programming

Personal & Professional Attributes

The ideal candidate is:

- Knowledgeable, self-sufficient, and detail-oriented
- Collaborative, grounded, and secure in their role
- Comfortable offering honest musical input
- Respectful of artistic leadership while bringing independent musical insight
- Motivational and supportive of singers
- Aligned with SDMC's values of excellence, community, creativity, trust, and joy

Work Environment and Schedule: This position offers a hybrid work structure, combining remote tasks with in-person attendance. Weekly in-person rehearsals are held at First United Methodist Church of San Diego (2111 Camino del Rio S.), with performances and other events taking place at various venues across San Diego County. Availability is required for weekly operations meetings, rehearsals, concert weekends and other events

as scheduled (see the concert schedule at sdmasterchorale.org/2025-26-season/), and other events as required. Reliable transportation is required.

APPLICATIONS

Please submit a statement of interest outlining how your experience aligns with this position at the SD Master Chorale, along with a current résumé. Applications will be reviewed on a rolling basis. Finalists will be invited to an in-person audition in March 2026, which will include leading the San Diego Master Chorale in a rehearsal setting and meeting with the Music Director and staff.

Please send materials by email to Executive Director Jen Rogers at jen@sdmasterchorale.org.

Deadline for submission: March 6, 2026.

San Diego Master Chorale is an Equal Opportunity Employer. We are committed to providing a work environment free of discrimination and harassment. All employment decisions are made based on organizational needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, military status, or any other characteristic protected by federal, state, or local laws. We encourage applicants of all backgrounds to apply, especially those who are underrepresented in the arts. We also strive to provide reasonable accommodations to individuals with disabilities, ensuring that all applicants have access to the application process and employees are supported in their roles.