



JOB TITLE: Artistic Director
REPORTS TO: Executive Director
TYPE: Part-Time Hourly
COMPENSATION: \$40,000 – \$52,000 annualized DOE

While considered hybrid, frequent in-person commitments are regularly expected in relation to executing the responsibilities of the position. Therefore, the successful candidate will need to be local to Sacramento, CA.

COMPANY DESCRIPTION: For over 40 years, the Sacramento Gay Men's Chorus has been dedicated to cultivating joy and artistic excellence while fostering a sense of belonging and uplifting the LGBTQIA+ community. With a clear mission, the organization envisions itself as a beacon of artistic excellence and visibility, inspiring social change and creating a lasting legacy of inclusion through the joy of music. The Chorus is a thriving part of the Sacramento regional community, committed to diversity, equality, and impactful performances.

GENERAL PURPOSE OF POSITION: Under the general direction of the Executive Director (ED), the Artistic Director (AD) will provide the oversight and expertise necessary to promote musical artistry and musical excellence of all performances under the SGMC brand. The AD's primary areas of focus will include developing a rolling two-year performance plan of visionary show concepts, choosing, developing, and maintaining various repertoires, planning and executing rehearsals, overseeing production details to aid in ensuring the vision is achieved, and serve as an essential member of the leadership team for the organization. This position supervises the Associate Artistic Director and/or principal accompanist, and any other future positions created for the artistic functions of SGMC. This position requires a high degree of initiative, independence, and professionalism.

ESSENTIAL DUTIES, RESPONSIBILITIES & EXPECTATIONS:

General

- Foster an environment of transparent, collaborative communication with the whole organization including paid and volunteer staff, the Board of Directors (BOD), committee chairpersons, section leaders, and section coordinators. Be accessible and approachable to chorus members both in person and in email/digital communications.
- Responsible for the artistic vision and overall growth in artistic quality of SGMC.
- Accountable for all artistic and musical decisions.
- Submit a monthly report to the ED and BOD and attend the BOD meetings monthly to keep them informed.

- Serve as artistic liaison to GALA Choruses, attend meetings, workshops, and conferences sponsored by GALA, and develop a musical performance program for SGMC's performance at their quadrennial GALA Festival.
- Work independently or with others on SGMC projects outside of rehearsals. The AD can reasonably expect the time commitment to be approximately 100 hours per month. This position is compensated on a per hour basis and hours will vary on a weekly and monthly basis depending on operational needs.
- Maintain archival copies of music and/or ensure the music library is preserved.
- Maintain high standards of privacy and confidentiality required in all aspects of the work and communications of SGMC and its members.
- Required to attend occasional out-of-town events for SGMC; expenses incurred by employees on official business will be reimbursed as authorized by the BOD.
- Be a steward of SGMC's Mission, Vision, and Values
- Other duties as assigned by the BOD or ED.

Performance and Production

The AD serves as the primary individual responsible for creating the visions and concepts for at least two major shows each fiscal year. Additional commitments of the full chorus need to be approved by the ED. The BOD has directed that the AD must have a written performance plan in place for a minimum of two years in advance to ensure the success of strategic planning for the organization. The performance plan needs to be updated on a rolling forward basis and concepts provided timely to the ED and BOD for administrative planning.

- Select the repertoire related to your conceptual vision for the chorus and small ensemble for timely distribution to members.
- Facilitate providing tools to singing members in a timely manner, such as rehearsal tracks, to aid them in learning the repertoire outside of rehearsals.
- Responsible for maintaining SGMC compliance with all copyright laws and licensing requirements associated with use and performance of repertoire.
- Set the rehearsal and performance calendar for timely communication to members.
- Develop specific chorus rehearsal plans to run time-efficient and productive rehearsals.
- Responsible for maintaining the quality of the singers in the group by enforcing minimum expectations for musicality through auditioning new potential singing members and evaluation of existing singers.
- Responsible for the selection of and frequent communication with section leaders and section coordinators.
- Select the choreographer when applicable, negotiate the fee, and submit to the ED for approval and execution of a written contract.
- Chair the Production Committee and direct the production lead for cohesion with the Artistic Vision of shows.
- In a timely manner for each show, submit to the ED the proposed production related contracted vendors and negotiated fees for approval and execution of written contracts. These contractual matters include but are not limited to those associated with choice of performance venues, lighting and sound, partnering with community organizations, agents, promoters, presenters, touring groups, ensembles, musicians, singers, and rental organizations.
- Submit to the BOD a written 2-year performance plan by the end of each fiscal year, with an estimated cost of any above-normal yearly show budget, such as expenses for guest artists or commissioned repertoire.

Budgeting, Marketing, and Fundraising

The AD's budget, marketing, and fundraising responsibilities are limited. The ED is ultimately responsible for maintaining adherence to the BOD-approved budget for the organization and SGMC's marketing strategy. The AD's responsibilities for these three areas are as follows:

- Provide input to the ED and BOD for the annual budget process for estimated production costs for the show concepts for the following year so a coherent marketing plan for the show concepts can be developed.
- Work with ED to maintain production budget accountability.
- Participate in and provide support for the organization's annual fundraising initiatives.
- Create written content related to current and future show concepts as requested by the ED for inclusion in marketing and fundraising materials.

PREFERRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to work collaboratively with many individuals and approach opportunities with innovation and creativity. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- A Master's Degree in music, emphasis in choral conducting; combination of education and/or comparable work experience may be considered in lieu of secondary degree.
- Consummate and expert knowledge of singing and vocal production.
- Demonstrated success in directing other choruses.
- Experience in arranging choral music.
- Demonstrated leadership style that successfully balances high expectations with an encouraging, nurturing personal approach.
- Experience working with a community-based chorus made up of amateur singers.
- Experience working with community-based art and/or LGBTQ organizations.
- Experience in planning and executing cohesive concert programs that are entertaining and characterized by high artistic and production values.
- Commitment to working in a team environment and proven ability to meet deadlines.
- Demonstrated understanding of the role that arts and culture play in social change.
- Demonstrate desire and sensitivity to work in diverse racial, ethnic, cultural, sexual orientation, gender identity, and religious settings with commitment to diversity in the workplace.
- Excellent oral and written communication skills.
- Knowledge of chorus management software programs.
- Development and fundraising experience with a non-profit arts organization.
- Demonstrated ability working in all aspects of Gmail, Google Calendar, Google Drive, Google Docs, and Google Sheets.
- Flexibility of work schedule required; hours will vary.

HOW TO APPLY: Email jobs@sacgaymenschorus.com your resume and cover letter.