

## **Willamette Master Chorus Artistic Director Job Posting**

### **Job Summary**

The Artistic Director plans, directs, conducts, and leads vocal and instrumental performances by the Willamette Master Chorus (WMC). They audition and select chorus members and direct rehearsals. They review music from a wide variety of choral styles, both traditional and contemporary, and select music for each season's performances that is appropriate for chorus members' talents and abilities. They prepare the materials that are needed for, and are responsible for the output of, each season's performances. They provide overall artistic leadership, direction, and vision. They work closely with and report to the Board of Directors.

### **Time Commitment**

20 hours per week

### **Salary Range**

\$35,000-45,000 annually

### **Benefits**

Unemployment Insurance, Workers' Compensation, and Leave. This is a part-time position and does not currently include other benefits.

### **Application Requirements**

- Cover Letter
- Resume
- Three References with Contact Information

### **Minimum Qualifications**

- Experience conducting choirs with singers of various musical skills and experience, orchestras, and professional soloists in choral-orchestral works

### **Preferred Qualifications**

- Postbaccalaureate degree in music (*e.g.*, Master of Music, Doctor of Musical Arts) with a concentration in choral conducting
- Five or more years of experience directing choirs at various levels, with a proven track record of successful performances
- Broad knowledge of classical choral repertoire, including large-scale symphonic works, chamber pieces, and diverse programming traditions
- Someone who is supportive of composers and arrangers of new music

Please submit applications by December 1, 2026, to [christine@willamettemasterchorus.org](mailto:christine@willamettemasterchorus.org).

**Timeline**

Interviews will be conducted in January 2027. The top three candidates will be invited to submit a proposed repertoire and artistic budget for the 2027-28 season as an example of their programming approach. They will also be invited to audition by conducting one of four concerts during the 2027-28 season and leading between three and six rehearsals prior to the concert. The program for each candidate's audition concert will be selected from that candidate's example season repertoire. A stipend will be provided for candidates' travel expenses. An offer will be extended in May 2028, with an expected start date in early summer 2028. The successful candidate will be required to propose a repertoire and artistic budget for the 2028-29 season by June 2028.

**Organization**

Based in Salem, Oregon, WMC comprises approximately 75 professional, semi-professional, and amateur musicians. Founded in 1984 through a joint effort of the Lutheran Fine Arts Center and Willamette University, this auditioned choir brings to area audiences the finest in choral masterworks and other music selections, from the Renaissance through the 21st century.

**Mission**

We exist to promote excellence in choral music through collaboration, education and performance.

**Vision**

We see WMC as a significant and thriving arts organization, essential to our community.

**Values**

- We value opportunities to access and experience transformative musical experiences by chorus members, students, and community.
- We value a challenging choral repertoire that reflects a broad representation of musical traditions and innovations.
- We value the inclusion of diverse people, ideas, and cultural traditions, to enrich the message presented through music and to model our relationships with each other and our community.

**Duties and Responsibilities****Artistic**

- In September of each year, present the theme and major works for the season starting the following September to the Board of Directors.
- In January of each year, present all proposed artistic expenditures for the season starting that September to the Board of Directors.
- In March of each year, present the final repertoire for the season starting that September, including minor works, to the Board of Directors, and provide final information for the that season's brochure to the Executive Director.

### Operational

- In September of each year, with the assistance of the Executive Director, confirm rehearsal and performance space for the season starting the following September with Willamette University.
- In June of each year, with the assistance of the Executive Director, provide a rehearsal and performance calendar for the season starting that September, including regular and special rehearsal dates and times, to the chorus and to the Board of Directors.
- Establish criteria for chorus membership, including written expectations and member agreements.
- Establish criteria for section leadership, including written expectations and leader agreements.
- Organize and manage annual auditions, and ad hoc auditions at the Artistic Director's discretion.
- Be responsible for the appointment, management, and dismissal, due to artistic qualifications, of all chorus members and section leaders.
- Organize and direct effective and efficient rehearsals by preparing the materials, including music, and selecting the focus ahead of time, and by adhering to schedules.
- Foster a professional rehearsal culture and maintain productive rehearsal standards within the chorus.
- Hire, contract, and coordinate with all accompanists, soloists, orchestra, and visiting musicians, with the assistance of the Executive Director, in a timely manner.
- Select and coordinate with school honor choirs with the assistance of the Education Committee.
- Attend and provide progress and outcome reports to the Board of Directors during at least half of their scheduled meetings.

### Fundraising

- Reach out to and meet with key donors and sponsors to discuss each season's theme and repertoire, and overall artistic vision, and to solicit donations and sponsorships.\*

\* The Board of Directors is implementing a strategic initiative to handle much of the organization's fundraising and donor management program. The Artistic Director will have a complementary, supportive role as the artistic and inspirational face of the organization.

### **Typical Season Schedule**

#### Auditions

Each August

#### Rehearsals

Monday each week from 7:00 p.m. to 9:15 p.m. from September through each Spring Concert



### Concerts

Veterans Day Concert: early- to mid-November

Holiday Concert: mid- to late-December

Winter Concert: February or March

Spring Concert: April or May

Two shows per concert, Saturday and Sunday from 3:00 p.m. to approximately 4:30 p.m.

### Meetings

Board meetings: third Wednesday each month from 7:00 p.m. to 8:00 p.m. year-round

Chorus retreat: Saturday following first rehearsal each September

Chorus annual meeting: Monday evening following each Spring Concert