

# Artistic Director

## JOB DESCRIPTION



Kirkland Choral Society (KCS) is committed to creating and presenting choral arts of the highest quality, specializing in large-scale choral-orchestral works. We believe that this aspiration is best achieved by building healthy, caring, connected relationships, both within KCS and with our larger external community. We welcome members, staff, collaborators, guest artists, and patrons that come from diverse cultures, backgrounds, and life experiences.

**POSITION TITLE:** Artistic Director  
**REPORTS TO:** Board President; serves at the discretion of the Board  
**ROLE:** Work relationship is contractual and at-will; typical contract renewal is annual, for a fiscal year  
**WORK SCHEDULE:** Regularly attend rehearsals, concerts, and Board meetings; other work hours are at one's discretion

**KCS VISION:** A community where the power of choral music uplifts and unites all people and voices.

**KCS MISSION:** We celebrate a love of choral music, connecting diverse voices in song to create outstanding musical experiences.

**POSITION PURPOSE:** This role is the artistic leader for KCS. They:

- Design, prepare, and present outstanding choral programs and performances
- Lead in the continued growth and health of the choir, both professional and fiscal
- Support the vision, mission, and values of KCS; especially support the collaborative and collegial teamwork of the choir and choir leadership

### KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

#### DESIGN, PREPARE, AND PRESENT OUTSTANDING CHORAL PROGRAMS AND PERFORMANCES

1. Continually survey the choral art landscape to uncover fresh, creative, productive ideas
2. Identify program themes, anchor pieces, and hired soloists by May of the preceding season
3. Design programs in consultation with the Assistant Conductor and Board leadership
4. Order music for the following season
5. Lead the audition & reaudition process
6. Acquire or prepare individual practice materials
7. Hire soloists and instrumentalists as needed
8. Prepare for and lead efficient, energizing rehearsals
9. Lead the choir in performance and build connection with our audience

#### BUILD AND GROW SUSTAINABLE, PRODUCTIVE RELATIONSHIPS

1. Create and sustain healthy relationship with our community, including:
  - a. The Board
  - b. Soloists
  - c. Singers
  - d. Potential singers
  - e. Donors
  - f. Patrons
  - g. Collaborating musicians and other choral and arts organizations
  - h. Composers
2. Attract, inspire and retain KCS singers; with the result that individual singers, and KCS as a whole, grow and maintain the strength and skill to present both the great works and smaller scale gems at the highest levels
3. Be the face of KCS to the public and inspire growth and retention of singers, soloists, patrons, and donors
4. Identify and make productive use of public relations and marketing opportunities
5. Help arrange for master classes each season
6. Lead by example in musical growth and growth in effectiveness in this role

**SUPPORT THE FISCAL HEALTH OF THE CHOIR**

1. Design programs that attain high standards, uplift and unite, that fit within budget targets, and that result in the attainment of patron attendance goals
2. Provide needed input in budget development for upcoming seasons, and consistently adhere to budget
3. Support donor asks and donor retention

**REQUIRED QUALIFICATIONS:**

1. 5+ years of choral leadership experience
2. Proven track record and skills in each of the key responsibilities
3. Significant performance background in music

**PREFERRED QUALIFICATIONS:**

1. Advanced musical degree, specializing in choral and/or orchestral conducting
2. Marketing skills as the face of the organization
3. Significant performance background in both vocal and instrumental music

Target compensation: \$25,000 - \$27,500 per year, paid in twelve equal monthly payments

To apply, please submit a cover letter and resume/CV highlighting your experiences with the key responsibilities, essential functions, and qualifications noted above.

Email your materials to [recruiting@kirklandchoralsociety.org](mailto:recruiting@kirklandchoralsociety.org).

Kirkland Choral Society is committed to being a safe, inclusive place for people of all backgrounds and walks of life. Candidates from marginalized or underrepresented groups are strongly encouraged to apply.