



MCC MUSIC DIRECTOR Job Description

I. The Music Director has the authority and responsibility to carry out the MCC music program:

- Works with the Board in recruiting singers, scheduling auditions and auditioning all singers, and determines the placement of all singers.
- Presents annual calendar of rehearsals, concerts, and activities for MCC Board approval.
- Makes final determination of music to be programmed at all performances.
- Engages the services of additional vocalists and instrumentalists, in addition to the regular accompanist, for performances as needed.
- Seeks opportunities for collaborations with musical groups including instrumental ensembles and other choral organizations, trips/tours, guest soloists, and commissioned works etc. for MCC Board consideration.

II. The Music Director works with the Board.

- Cooperates with the Board in preparing the annual budget.
- Advises the Board on space and equipment needs, present and future.
- Cooperates with the Board in planning and implementing fund-raising activities.
- Presents to the Board special opportunities, such as collaborations with musical groups including instrumental ensembles and other choral organizations, trips/tours, special performance opportunities, and community outreach activities.
- Serves as the “continuity factor” in the program.

Personal Characteristics

The Music Director should be enthusiastic and possess the high energy level necessary for working effectively with vital, active singers. S/he must also have high musical expectations for the choir members coupled with humanity and empathy for them as volunteer adults with day-to-day responsibilities in their lives.

The Music Director must:

- be willing to make a large commitment to the program (30—32 weeks of rehearsals and concerts from September through May).
- be willing to commit to the program for a considerable period of time, so that it

- can continue without disruption.
- believe in the value of a choral program like that of MCC and be able to articulate the importance of such a program.
- possess leadership and management skills that will enable him/her to:
 - recruit, interview and make recommendations concerning additional staff, particularly the accompanist
 - organize a plan and allocate time and space for rehearsals
 - review and approve music for purchase and for programming
- be able to communicate effectively with the MCC membership, the public and the press on matters relating to the MCC.

Musical Requirements

The Music Director must:

- have proven success as a conductor
 - have the ability to manage rehearsals in a timely manner
- have extensive knowledge of choral literature:
 - know the “standard repertoire” from an interpretive aspect, as well as repertoire from a wide variety of eras, styles and genres.
 - have the ability to approach music from a vocal as well as historical perspective
 - have knowledge of the choral languages, e.g. French, German, Italian, Latin
 - have intimate knowledge of the technical and musical problems the singers will encounter in specific pieces
 - have knowledge of arrangements and transcriptions that are available for volunteer and/or community choirs
- have broad knowledge of and ability to teach and conduct the choir in repertoire with various instrumental accompaniments.

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