



Job Title: ARTISTIC DIRECTOR

Supervised by: Houston Show Choir Board of Directors

The Organization: Houston Show Choir (houstonshowchoir.org), founded in 1932 by the City of Houston and operating continuously under different names since then, comprises 80+ volunteer singer/dancers who are admitted via auditions. Rehearsals of three hours each are held on Monday and Wednesday evenings, with a portion of the choir in each of those; periodic full-choir rehearsals are held. The choir operates two seasons per year—Spring (January to June) and Fall (August to December)—each culminating in a ticketed end-of-season concert. Audience sizes have ranged up to 600 in recent seasons. In addition to main concerts, the choir is often booked to perform at various community events and venues, usually with compensation and free of charge to audiences. The choir performs accompanied by its own or a substitute pianist or a cappella.

Purpose of Position: To oversee all artistic activities of Houston Show Choir and to support its mission, “to share the joy of music through performance, education and service to the communities within the Greater Houston area and beyond.”

Time Commitment: Estimated 15-20 hours per week, including some evenings and weekends. This will be higher during peak performance seasons, especially near concert times.

Location: **Administration Duties:** Home or other venue of choice

Rehearsal Venue: Resurrection Metropolitan Community Church, 2025 West 11th Street, Houston, Texas 77008

Performances: Greater Houston and sometimes beyond

Compensation: Negotiable and dependent upon expectations and experience, using the current range of \$18,000 to \$24,000 per year as a springboard. This is a part-time position and the Artistic Director is an independent contractor, as are all compensated personnel in HSC.

Responsibilities:

1. Provide artistic leadership of all ensembles within Houston Show Choir, working with other members of the Artistic Team, assistants, and committees as needed.

This involves oversight of repertoire planning, recruitment, rehearsal, costuming, staging, audio management, and performances.

- Plan repertoire for the Fall 2024 and Spring 2025 seasons. Use these repertoire choices to design end-of-season shows that incorporate elements of staging, props, and costuming. Other features can include such items as video or live musicians.
- Direct and/or oversee the direction of choir rehearsals.



- Work with the Treasurer to purchase music within budget constraints. NOTE: Houston Show Choir has an extensive music library.
- Adjust arrangements if needed (e.g., for voicing). Acquire, commission, or produce rehearsal tracks and part-predominant recordings (PPDs) for each song.
- Use these repertoire choices to design end-of-season shows that incorporate elements of staging, props, and costuming. Other features can include such items as video or live musicians.
- Use selections of the season repertoire to produce community performances (“gigs”) during the season. The number of singers needed for these performances may vary.
- Conduct auditions for prospective new members in January and August. Current performers can also be auditioned at the discretion of the Artistic Director.
- Plan and publish rehearsal schedule and content.
- Audition and choose soloists as needed.
- Supervise a costume committee to ensure a cohesive, well-fitting wardrobe for all performers.
- Coordinate with technicians and instrumentalists for each concert project and community performance.
- Coordinate with the Executive Directors to secure venues for end-of-season shows and collaborate on community performances.
- Provide supervision for all other members of the Artistic Team, including and not limited to choreographers, dance captains, pianist, and audio technicians.

2. Coordinate and collaborate with the Houston Show Choir Board of Directors, which is active and engaged.

This involves attending board meetings and interacting with committees and their respective Directors, such as membership, marketing, fundraising, and communications, to ensure that organizational activities remain coordinated and coherent.

- Provide a board report and attend each monthly board meeting. This position has a voice but no vote on the Board of Directors.
- Provide overall leadership for the singing membership, along with the President and Choir Vice Presidents
- Provide artistic input as needed to committees and teams responsible for such elements as:
 - Performance scheduling
 - Fundraising events



- Marketing activities
- Community events
- Educational programs
- Meet on a regular basis (currently weekly) with the Board President and the Executive Directors in an administrative work session that brings together the artistic and administrative aspects of the choir.

3. Be a positive, compelling representative of Houston Show Choir

- Exhibit, nurture, and promote a strong sense of community within the organization.
- Network with other arts organizations, music directors, and community groups to increase the visibility of Houston Show Choir and to encourage collaborations.
- Participate in professional development as opportunity and budget allow.

Preferred Experience, Knowledge, Skills and Abilities:

- Degree(s) in Music.
- Previous experience with show choir or pop choir, preferably as a Director.
- Experience working with a community-based chorus of singers of various musical skills performance experience.
- Ability to offer strong leadership skills as well as to balance work within a team setting.
- Flexibility in working with a diverse group of volunteers and personalities.
- Strong communication skills—written, verbal, and visual.
- An ability to work with electronic media: word processing, e-mail, internet, and applicable music processing programs such as GarageBand, iMovie, et al. Houston Show Choir currently uses Slack for board communication, Chorus Connection for membership management, and Facebook for social media.