DIRECTOR OF CHORAL STUDIES
The Director of Choral Studies, will be an integral member of SFGC’s artistic leadership team, serving as a key partner to the Artistic Director. They will be responsible for overseeing the artistic through line from the Chorus School to the Premier Ensemble, as envisioned by the Artistic Director.

Reporting to the Artistic Director, the Director of Choral Studies will oversee the Chorus School Curriculum execution and development; supervise and lead a dynamic team of Music Faculty members; and manage the artistic needs of all SFGC current and new programming.

The ideal candidate should have a deep knowledge of children’s/young adult voices and choral repertoire, and is inspired by the artistic vision of SF Girls Chorus.

SFGC is committed to the safety of its employees and students, and has been following all local and state health ordinances related to COVID-19. All SFGC employees are working remotely until September 2021. This role will have some in person responsibilities.

Chorus School Curriculum
- Lead the development of the Chorus School curriculum, and engage faculty members in achieving the musical goals of the Chorus;
- Review current curriculum for all levels on an annual basis;
- Develop a multi-year curriculum plan for new programs;
- Work with the Level Directors each semester to compile and select repertoire for all performance and educational activities that align with the curriculum;
- Communicate and facilitate discussions and comprehension of the curriculum with chorister families;
- Prepare and lead the annual Chorus School progress reports, auditions, and promotions processes, in collaboration with the Director of Chorus School Operations;
- Collaborate with the Artistic Director, Director of Artistic Operations, and Director of Chorus School Operations in creating the yearly Performance and School Calendar.

Chorus School Faculty
- Oversee SFGC Music Faculty Directors and set yearly performance goals, in collaboration with the Artistic Director;
- Conduct annual written and in-person evaluations of Prep Chorus, Training Chorus, and Level I/II/III/IV Directors;
- Observe Chorus School rehearsals and performances, and provide feedback to the Directors and the Artistic Director;
Conduct monthly and weekly Faculty meetings and collaborate with the Artistic Director and Director of Production to create agendas and set topics for discussion;

Supervise the Music Librarian and oversee the good order and regular functions of the SFGC Library;

Supervise the Video Producer and ensure all video projects for the Chorus School are delivered on time and of the highest quality;

Oversee the Rehearsal Aides and their work with the Directors;

Review timesheets and time off in Paychex for all Chorus School faculty, pianists, and theory instructors;

Support Directors in managing their pianist;

Maintain a roster of substitute instructors and accompanists for all levels, as well as schedule them when needed;

Conduct a Level if needed and asked by the Artistic Director.

**Chorus School Artistic Programming**

- Working from the vision of the Artistic Director, oversee the artistic aspects of all Chorus School programs, including all Summer Camps. This includes, but is not limited to the hiring of special guests, staffing of music faculty, and setting schedules and formats;

- Assist the Artistic Director in conducting the Premier Ensemble, when needed;

- Develop and implement new paid programs, as directed by the Artistic Director;

- Collaborate with the Level IV Director to secure and schedule performance opportunities through the season, as approved by the Artistic Director;

- Lead the selection and preparation of students to participate in special projects such as the San Francisco Opera, San Francisco Symphony, and other artistic partners, and manage the rehearsal schedule for these projects, as well as the communication between SFGC and the partner.

**Other:**

- Participate in the annual budgeting process for Chorus School;

- Attend weekly Admin Staff and Faculty meetings;

- Coordinate with the Marketing team to ensure the artistic voice and events are shared broadly;

- Organize artistic files and documents, as requested;

- In partnership with the Director of Chorus School Operations, oversee good order and upkeep of the rehearsal rooms;

- Provide support to Development staff with grant proposals relating to the Chorus School.

**Position Qualifications:**

- Master’s Degree in music preferred (music education, Choral conducting or voice)

- 5+ years of management experience, or an equivalent combination of education and related experience
• Excellent communications skills—written, verbal, and interpersonal, with great attention to detail
• Ability to exercise tact, diplomacy, confidentiality, and great discretion in dealing with a variety of constituents
• Exceptional organizational and time-management skills; ability to balance multiple priorities in a fast-paced environment
• Collaborative team player with the ability to work independently, as well

The Director of Choral Studies is a full-time, exempt position. In addition to regular business hours Monday through Friday, some weekend and evening hours during the year will be required for rehearsals, performances, meetings, and other events.

Benefits:
The San Francisco Girls Chorus offers a compensation package that includes a competitive salary, unlimited paid time off, fully-subsidized medical, dental, vision, and long-term disability insurance, commuter benefit plan, and optional 403(b) retirement plan.

To apply:
Email cover letter and resume to Interim Executive Director, Adriana Marcial at amarcial@sfgirlschorus.org. Include the job title in the subject line. No phone calls, please. The San Francisco Girls Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, or sexual orientation.