

MUSIC DIRECTOR
WESTERNAIRES CHORUS OF SUN CITY WEST
JOB DESCRIPTION

Accountability

Contracted by and reports to the Board of Directors of the Westernaires Chorus of Sun City West (Club).

Term of Contract

Contract and fee negotiable.

General Responsibilities

The Music Director is responsible for the design, direction, and performance of the musical shows presented by the Westernaires Chorus of Sun City West.

Skills & Experience

The Music Director shall demonstrate:

- Leadership and team-building attitude and skills.
- Knowledge of both traditional and new chorale music.
- Ability to direct a chorus of retired men and women with varying degrees of skill and chorale and performance experience.
- Above average communication and listening skills.
- Knowledge of good vocal production (teaching skills and experience are helpful).
- Knowledge of keyboard (and some instrumental knowledge helpful).
- Ability to envision, design, organize, and perform show concepts.
- Ability to read the marketplace and satisfy the general public, particularly Sun City West residents.
- Ability to recruit, assign, direct, and motivate Club members and others.
- Knowledge of Club bylaws, policies, and procedures.
- Eligibility to be bonded (if deemed necessary by board).

Limitations

- Authorized to act within policies approved by Board of Directors and avoids interpreting such for self-interest.
- Not authorized to incur Club financial or other obligations without prior approval of the Board of Directors.

Additional Comments by Music Director Sylvia Collins [April 20, 2022]:

1. Peruse new music on the internet, looking for chorally assessable materials for this age group, yet music with memorable and quality content.
2. Chose an overriding theme or presentation point (catchy, intriguing title).
3. Check the budget, being aware that the music budget must cover a Winter and Spring Concert, (planning ahead is essential)
4. (It is very important to become familiar with the music in our library. I have a file cabinet of single copies at home which I constantly consult, and which will be passed on to the new director.) See what is available in the library of already purchased music to fill out the program, following the chosen theme. Past programs are filed to allow checking for too much song repetition.
5. Decide how to divide up music purchases for each concert, fill out the program with older music, and purchase fresh materials within budget constraints.
6. Order music, and give to librarian, retaining bill and paperwork for the treasurer. Give librarian a list and order of all songs, new and old, for the concert so he/she may prepare folders.
7. Alert the executive board, including costume and publicity chairs, and the vice president who is in charge of stage preparation of the concert theme/title.
8. Give music to accompanists. We currently have three, who are capable of working interchangeably.
9. I use the remaining time before we begin rehearsals to familiarize myself with the music, mark potential trouble spots to head them off, and look for fresh warmup exercises to pique interest and use for teaching practices.
10. Plan first rehearsal. My plan the last few years has been to use the first rehearsal or two to look at all music, new especially, and get a feel for what might need the most work. I have also found it helpful to not overdue choosing songs that are too challenging, but include just enough of those to tantalize the music readers and musicians in the group and keep them interested. The weaker singers find satisfaction in the more assessable, and the stronger enjoy the challenge of the difficult. Hopefully, all are satisfied.
11. Contact person in charge of programs in plenty of time to arrange for printed or power point programs for the concert.
12. Try to maintain good discipline from the start. However, this is a club, and people do come to form friendships as well as to sing. I try to use humor as much as I can to relieve tension, and get people back on track. Pride in the group is a great motivator. They respond to that.
13. Start and end on time. Take a potty break between 9:30 and 10:00....old bladders, stiff legs!!
14. Closer to concert time (3 weeks?), decide how to arrange people on stage, and sit that way, if possible, during rehearsals.

15. I have been breaking up the concert to allow for variety, and to allow people to move around and to get off their feet instead of standing for an hour. I have chosen to perform three SSA songs with the ladies, and three TBB songs with the tenors, baritones and basses. We rehearse these as part of the alternating Monday sectional rehearsals from 1:00p to 3:00p (TBB on 1st, 3rd, and 5th Mondays, SSA in 2nd and 4th Mondays). We also review parts and trouble spots of SATB music at this time. I have found this a good time to get to know people and their voices a little better as it is a smaller and more intimate group.

15. Enjoy the group...they are great people!