

Choral Director

Job Description

Position Title: Choral Director

Reports to: Director of Fine & Applied Arts

Position Statement: A musician skilled in choral methodologies who teaches and oversees the choral curriculum; teaches general music when needed; oversees afterschool programming in vocal music. Demonstrates knowledge of musical repertoire, rehearsal techniques, performance ability, and piano skills. Collaborates with key performing arts personnel for various events and performances.

Essential Functions:

- Oversee administrative functions of choral program
- Select music for classes, concerts, and events
- Cooperatively collaborate on calendar of events
- Collaborate on musical theatre production
- Oversee extra-curricular vocal personnel
- Oversee private music instructors
- Keep current uniform inventory
- Maintain choral music library
- Maintain equipment/instrument inventory
- Utilize educational music technology
- Coordinate recording and sound technology
- Plan and executive music field trips and tours
- Oversee student choral organizations
- Organize ILMEA and IHSA choral festival participation
- Oversee choral articulation with middle schools
- Coordinate awards banquet
- Coordinate concerts, rehearsals, stage set-up, PR, and programs
- Prepare and maintain budgets for supplies, professional/technical services, and capital equipment
- Oversee student fundraising
- Provide student performances for various school and community events
- Coordinate with parent groups

Skills: BFA or BME with a choral emphasis; state teaching license. Excellent communicator; strong leader; excellent skills in conducting, performance, and music analysis. Artistic vision and administrative skills to lead, maintain, and grow an already vibrant choral music program.

Building: Niles North HS