



ARTISTIC DIRECTOR JOB DESCRIPTION

Position Title: Artistic Director
Appointed By: International Voices Houston Board of Directors
Reports To: Board President

Purpose of Position: To oversee all artistic activities of International Voices Houston and to support its mission “to create global harmony by celebrating and giving voice to human difference.” Through rehearsing and performing a vast spectrum of music in original languages from all genres around the world, the choir strives for the highest goals of artistic achievement, while promoting mutual understanding and respect among all peoples of the world.

Time Commitment: Estimated 15-20 hours per week, including some nights and weekends. This will be higher during performance weeks.

Location:

- **Administrative Duties:** Home or other venue of choice
- **Rehearsal Venue:** Fondren Hall in the Jones Building on the St. Paul’s United Methodist Church campus, 5400 Fannin Street, Houston
- **Performances:** MATCH, Midtown Arts & Theater Center Houston, 3400 Main Street, Houston 77002

Compensation: Negotiable and dependent on experience, in the current range of \$20,000 to \$25,000 per year. This is a part-time position and the Artistic Director is an independent contractor, as are all compensated personnel in IVH.

General Role Description of Artistic Director

The Artistic Director (AD) is appointed by and is responsible to the IVH Board of Directors and reports to the Board president.

The AD is part of the artistic team, which is responsible for defining, producing, and delivering the artistic product of the International Choir to support the mission and objectives set for the program by International Voices Houston; managing, preparing, executing, and delivering the artistic product; and managing artistic staff.



Principal Duties and Responsibilities

A. Programming and Musical Direction of the Chorus

- Help to prepare an annual plan for the IVH season including major concerts and other community appearances.
- Select musical repertoire, arrangements, and commissions
- Communicate with the librarian to ensure that chosen music is available to the performing membership and accompanying staff in a timely manner.
- Plan for, select, and hire soloists and other musical performers and guest artists within the limits of the annual budget.
- Work with the artistic team to develop the artistic component of a 2-year Operating Plan and a 5-year Strategic Plan, updated annually.

B. Chorus Preparation and Performance

- Hold auditions for new members and manage vocal reviews for returning members to the degree and in the manner deemed necessary.
- Prepare and conduct rehearsals adequate to prepare for all major performances during the annual season, and in absence, find appropriate substitute conductors.
- Conduct community appearances or assign musical staff or assistants to conduct them.
- Promote excellence in the musical training and artistic development of IVH by establishing and supervising music education initiatives.
- Determine the objectives of sectional rehearsals and supervise their implementation and effectiveness.
- Manage all production aspects of each IVH performance, including but not limited to such items as lighting, sound, hall preparation, props, sets, staging, choreography, movement and scripts.
- Supervise and/or manage production of audio and video recordings.
- Consult with the Board of Directions and exercise final authority on accepting invitations to perform.
- Work in tandem with the Accompanist

C. Public Relations

- Serve as the official artistic spokesperson for IVH—the face of the organization—and to actively promote IVH to the media, the international community and the general community.
- Help to initiate and develop relations with other civic and musical groups locally, nationally and internationally.
- Participate when appropriate in promotional activities of IVH.
- Provide timely input to the preparation of concert programs, news releases, and other information related to the promotion of IVH.
- Communicate with guest performers, commissioned composers, audience members, and similar performance-related entities.



D. Professional Development

- Participate in activities of professional choral organizations, including attendance at their conferences and festivals as opportunity and budget allow.
- Participate in continuing education for professional development as opportunity and budget allow.

E. Fiscal Budget and Fundraising Activities

- Propose annual budget for the projected cost to implement the artistic plan.
- Be a key participant in the IVH management team drafting the annual budget.
- Set measurable goals for the AD's areas of responsibility in conjunction with the annual budget, the 2-year, and the 5-year Strategic Plan.
- Maintain financial restraint within the budget guidelines approved by the Board of Directors.
- Assist in fundraising activities as needed.

F. Board Relations

- Prepare timely reports on the status of all areas under the AD's responsibility to the Board.
- Attend monthly Board of Directors meetings. This position has a voice but no vote on the Board of Directors.
- Refer administrative needs required by the artistic program to the Choir Manager
- Carry out other duties assigned by the Board President.



Ideal Candidate Qualifications

Requirements

- Be located in the greater Houston area and be available for long-term commitment (3-5 years or longer)
- Have at least 3 years' recent choral conducting experience
- Have strong knowledge of vocal pedagogy
- Bachelor's degree in music required, Master's or higher preferred.
- Be experienced in working with volunteer singers at varied skill levels
- Have a knowledge of international repertoire and a record of involvement in multicultural engagements

Artistic Direction

- Embody a passion for excellence and diversity in musical production and be able to impart this passion to the members
- Skillfully research existing repertoire and identify sources of new repertoire, including commissioned works
- Program a cohesive concert season with repertoire that engages the target audience and expands its breadth, diversity, and size
- Secure guest artists and supporting performers (instrumentalists, dancers, actors, etc.) as required to achieve artistic vision
- Be a dynamic, public spokesperson for an internationally oriented artistic organization
- Be familiar with theatrical production so as to incorporate imaginative and effective sets, staging, lighting, movement, and choreography into choral performances
- Have high-level recording production experience and knowledge of the production process

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Arts Administration

- Possess strong organizational and managerial skills
- Work as part of a management team to choose major projects, create budgets, and execute projects within budget constraints
- Craft, articulate, and document a long-term, artistic vision for the choir that incorporates planned growth in both musical quality and in prominence within the local and broader communities
- Supervise a team of paid and volunteer resources to accomplish short-term and long-term artistic goals
- An ability to work with Google Drive, contemporary electronic media, basic audio/video editing apps, and social media. (International Voices Houston currently uses Google Drive for Board communications, Chorus Connection for membership management, and various platforms for social media.)
- Be actively involved in efforts to recruit and retain members and supporters
- Cultivate collaborations with other arts organizations
- Experience with artistic brand management