

The Musical Leadership Job Descriptions

In preparation for the new fiscal year, and in the quest to continue improving our vocal skills and habits, a large portion of the recent Music Staff meeting was devoted to developing written guidelines for the musical leadership positions.

Listed below are the job descriptions and expectations developed by the Music Staff. The titles are new and the expectations are spelled out in more specific terms so that both the leadership and membership understand the positions more clearly.

Section Leaders and Music Education Team members are appointed annually by the Director.

Selection for all positions will be based on interest, qualifications, attendance history, supportive attitude for chorus musical and administrative goals and leadership, positive rapport with the chorus/section.

I. SECTION LEADER - (appointed by the director)

A. INSTRUCTION:

- 1. Is committed to the musical excellence of the chorus and section.**
- 2. Familiarizes herself and section with the rehearsal calendar, to be able to prepare for section work at rehearsals.**
- 3. Demonstrates basic directing skills.**
- 4. Serves as the ***PIP to the other PIP's in section, listening to their qualifying tapes and making assessments.**
- 5. Knows part accurately before listening to PIP tapes.**
- 6. Knows and teaches the director's plan / interpretation for music.**
- 7. Willingly delegates section rehearsal responsibilities to Section Assistant (and/or others) as needed for craft instruction or in her absence.**
- 8. Teaches section members craft instruction regarding growth in improving vocal skills: e.g. memorization tips, traps to watch for in the music, vocal production reminders et al.**
- 9. Implements and reviews instruction from coaching sessions for her section.**

B. ATTENDANCE:

1. Strives to meet the consistent, regular, punctual attendance expectations of the position, including: rehearsals, music staff meetings, performances, coaching sessions.
2. Notifies the Director and Section Leader when unable to attend full rehearsal or attendance is impossible.

C. COMMUNICATION:

1. Consistently exhibits strong, positive communication skills and tact, is able to deliver difficult messages in nurturing, encouraging terms; uses empowering language, believing that all members can and want to learn and perform well.
2. Seeks and openly accepts feedback and new ideas relevant to the musical growth and instruction of the section.
3. Regularly communicates:
 - a. with the director, with mutual feedback given privately.
 - b. with her section's PIPs, to be aware of problem voices, reluctant tapers etc.

****PIPs are "Personal Improvement Pacesetters**