



**Job Description**  
**Music Director and Conductor**  
**Newcombe Singers**  
**Victoria, British Columbia**

**When:** As soon as possible - our current Music Director is moving after our Spring Season ends in May.

**Job Summary**

The Newcombe Singers are seeking a Music Director who demonstrates enthusiastic and inspirational leadership by creating and maintaining a comfortable, friendly, and welcoming atmosphere that allows choir members to sing according to individual abilities, to develop personal and ensemble skills, and most importantly, to have fun and enjoy singing. The Music Director is the primary conductor of the Newcombe Singers, leading the SATB choir in weekly rehearsals and seasonal performances. Performances include at least two formal performances each year, one each in May and December, as well as special civic events and less formal community sing-outs. The Music Director, in collaboration with the Choir's Music Committee, actively participates in selecting repertoire of varied genres, themes, and complexity, and planning musical performances that complement the choir and its mission.

**Organization Description**

The Newcombe Singers are a non-profit society with charitable status, founded in 1967. We are a non-auditioned, SATB choir, singing a variety of music in a celebration of choral music. The Newcombe Singers provide a comfortable, friendly, and welcoming atmosphere to sing and enjoy our time together. We are always pleased to accept students and adults as new members.

The Newcombe Singers perform in a wide variety of musical genres and styles, with a mix of familiar and challenging pieces. During recent years our repertoire is primarily in English, although we frequently sing pieces in Latin, German, French, and other languages, as well. We sing most of our repertoire with piano or organ accompaniment, occasionally *a cappella*. We bring in additional soloists and instrumentalists as required by the music selection, occasionally including a small chamber orchestra, budget permitting. The Newcombe Singers are open to exploring new and challenging music.

The culmination of each season's efforts is a public performance. Each season, Newcombe Singers also perform sing-outs at assisted-living and retirement residences. In keeping with our historical tradition, the Newcombe Singers provide community service at events such as Remembrance Day ceremonies at the British Columbia Legislature Rotunda and at the Cenotaph, and family-oriented Caroling with the Carillon at the Royal British Columbia Museum.

**Qualifications and Experience**

- ✓ The successful candidate will have a minimum of a bachelor's degree in music, preferably with an emphasis on choral conducting and performance
- ✓ Experience conducting an SATB choir, preferably including experience with community-based, non-auditioned choirs, and with singers of various musical skills and experience
- ✓ Effective communication and leadership skills
- ✓ Knowledge of a wide range of choral repertoire
- ✓ Enthusiasm for community choirs, demonstrated through commitment to the respectful inclusion and joyful development of musicianship of all choir members individually and as a whole

## **Roles and Responsibilities**

- ✓ Conduct the choir for formal performances, special civic events, and less formal community sing-outs.
- ✓ Organize and lead weekly rehearsals, prepare the choir for performance in a manner that takes into consideration the various backgrounds, musical training and abilities within the membership.
- ✓ Create and maintain an atmosphere where choir members can develop individual and ensemble musicianship.
- ✓ Communicate expectations and directions to choir members clearly.
- ✓ Promote and maintain an atmosphere of respect and encouragement within the choir.
- ✓ Determine new members' voice section placements within the choir.
- ✓ Work with section leaders to identify and accommodate specific needs within each section.
- ✓ Organize and schedule extra rehearsals, as necessary.
- ✓ Select soloists and guest performers, as needed. Submit budget considerations for approval by the Board prior to initiation of contracts for paid performers.
- ✓ Supply a qualified substitute when unavailable for rehearsal or performance.
- ✓ Plan concerts and other performances for the choir season in collaboration with the Board of Directors.
- ✓ Collaborate with the Music Selection Committee to identify musical themes and select repertoire for Fall (September to December) and Spring (January to May) musical seasons. We have an extensive library of music, but we also like to include new music for about half of our repertoire each season.
- ✓ Organize repertoire and order of music for all performances.
- ✓ When/if an Assistant or Student conductor position has been approved by the Board, provide assistance selecting appropriate repertoire and mentoring, as needed.
- ✓ Report to Board meetings when requested. Maintain open communication and work closely with the Board to plan and execute the most effective programs possible.

## **Term of Contract**

The initial contract will be for one choral year, including a Spring and Fall season. A review at the end of this initial contract will address single or multi-year extension.

## **COVID**

The Newcombe Singers are a fully-vaccinated choir. We comply with all Federal and Provincial orders, regulations, and guidelines issued to promote public health and safety. Accordingly, rehearsal conditions may need to be flexible. The Newcombe Singers are proud to have continued singing throughout the COVID pandemic, streaming rehearsals as necessary, and producing several virtual choir videos.

## **Submission of an Application**

To apply, submit a cover letter and resume, including at least two professional references, in PDF format to [NewcombeSingers@gmail.com](mailto:NewcombeSingers@gmail.com)

Please do not attach any videos to your application. You may provide links to appropriate video files.

If you have questions or need more information, please contact the Newcombe Singers Selection Committee at [NewcombeSingers@gmail.com](mailto:NewcombeSingers@gmail.com)