

Notre Dame College
Interim Director of Vocal Studies
Position Description

Position Title: Interim Director of Vocal Studies
Department: Performing Arts
Supervisor: Co-Director of Performing Arts
Position Duration: 5 months (January-May 2022)
Compensation: \$5,000

FUNCTION:

Reporting to the Co-Directors of Performing Arts, the Director of Vocal Studies will lead the voice and choir aspects of NDC Performing Arts. In addition to directing the choirs, the person hired for this will be invited to also teach applied voice lessons. Applied voice lessons are additional compensation.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Ability to rehearse and teach students.
- Strong supervision, training, and team building skills.
- Ability to manage multiple schedules, duties and tasks.
- Personnel management skills.
- Ability to effectively work with all College constituents including students, faculty, staff.
- Experience in working with diverse student populations.
- Interpersonal, oral, and written communication skills relating to instruction, supervision, and recruitment.
- Problem-solving skills.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Direct and manage all logistical and operational procedures for Choirs
- Chamber Singers Rehearsals MW 4:00-5:00pm
- Concert Choir Rehearsals MW 5:00-6:00pm
- 1-2 performances per semester
- Manage and lead all administrative duties for choir, including recruitment,
- Retention, programming, and budgetary work
- Professor of Record for Applied Voice

QUALIFICATIONS:

Master of Music degree required.

PHYSICAL ENVIRONMENT:

Office duties conducted within a professional office setting with the need to access campus buildings with stairs and complete campus errands. Regular computer keyboard use. Some light to medium lifting (10-40 lbs.) may be required. Some travel is required with this position.