

Assistant Conductor and Programs Manager
The Continuo Arts Foundation, Summit, NJ

ORGANIZATION SUMMARY

Currently launching its 15th season, The Continuo Arts Foundation is hiring an Assistant Conductor and Programs Manager to join its team of outstanding musicians. The Continuo Arts Foundation (CAF) is a premiere choral arts organization based in Summit, NJ. Each year, CAF choruses serve as chorus-in-residence for national engagements at Carnegie Hall and international performances through *MidAmerica Productions*, *Fondazione Pro Musica e Arte Sacra*, and others. Members at CAF embrace the challenge of excellence, which leads to an annual season full of local, national, and international performances. Learn more at www.continuoarts.com.

POSITION SUMMARY:

The Assistant Conductor and Programs Manager works directly with the Artistic Director. This position is a member of the artistic and chorus operations team. He/She/They are expected to work closely and effectively with the Artistic Director and any other staff as deemed necessary to ensure artistic needs are met for all choral rehearsals, performances, and events. Clear and timely dissemination of pertinent artistic information is paramount to the responsibilities of the Assistant Conductor and Programs Manager. This position has the possibility of advancement to Associate Conductor.

ROLES AND RESPONSIBILITIES:

During rehearsals, the Assistant Conductor and Programs Manager serves as collaborative pianist and will be available to respond to any requests made by the conductor such as, but not limited to: marking parts and/or scores; facilitating warm-ups; running sectionals and/or conducting parts of tutti choral rehearsals; listening for balance, and other artistic duties as assigned.

Following each rehearsal, the Assistant Conductor and Programs Manager will provide rehearsal notes to the Artistic Director (who may ask the Assistant Conductor and Programs Manager to communicate some or all of these notes to the chorus). Opportunities and responsibilities include but are not limited to:

- Works directly with Artistic Director and other staff members to conduct and coordinate rehearsals and concerts
- Serves as collaborative accompanist for rehearsals
- Assists with all seven of The Continuo Arts foundation ensembles; children through senior-citizens
- Positive and professional interaction with a large member base
- Possibility of advancement to Associate Conductor
- Option to teach on Conservatory staff for additional income (voice, piano, instrumental, theory)

- Manage and enforce singer and section leader attendance policy, tracking weekly attendance
- Management of member and donor databases
- Serve as liaison between staff and Artistic Director
- Facilitate member engagement
- Assists in gathering relevant information, creating content, and sending out eNews to chorus, staff and board of directors on a weekly basis
- Communicates with chorus about production schedule and logistics, serves as main point of contact

Additionally, except as permitted by the Artistic Director at her sole discretion, the Assistant Conductor and Programs Manager shall attend and participate in every performance as well as every rehearsal as outlined in the season calendar provided by CAF. This participation is expected to include singing with the chorus when not conducting or participating in other duties as assigned. He/She/They shall report all absences or missed rehearsal time, other than that previously agreed upon with the Artistic Director. The Assistant Conductor and Programs Manager shall be punctual with respect to each rehearsal and performance, be fully musically prepared for all rehearsals and performances and, shall provide musical leadership for the Assistant Conductor and Programs Manager's voice section and the full chorus. Other duties may be assigned as necessary and as mutually agreeable between the Assistant Conductor and Programs Manager and Artistic Director.

QUALIFICATIONS:

- Bachelors Degree in Music required, Masters Degree preferred
- Experience in: teaching, conducting, and accompanying
- Administrative skills
- Commitment to music, music education and variety of musical genres
- Primary work-days: Monday and Tuesday in addition to concert and event dates locally, in Carnegie Hall, and other venues
- Willingness to work as part of a team
- Ability to work with all age groups

The Assistant Conductor and Programs Manager must have demonstrable conducting and administrative experience. The ideal candidate must be able to handle organizational and communication aspects of the position in a positive, professional, and timely manner. Commensurate with the outstanding performance opportunities, the ideal candidate works well under pressure and is able to prioritize tasks. Candidates for the position must be flexible and willing to be available to help, maintaining patience and a positive attitude amidst a sometimes hectic and always premiere concert season. Above all, the candidate must have a positive attitude and be a team player. Candidates should be resident within a comfortable travel distance to Summit, NJ and be able to lead a rehearsal on short notice in the absence of the Artistic Director.

COMMITMENT: This is a part-time position, largely taking place on Mondays and Tuesdays each week (approximately 20 hours per week).

COMPENSATION: \$15,000 - \$18,000/year

LOCATION: Summit, NJ

APPLICATION DEADLINE: October 1, 2021

INTERVIEW: By appointment / virtual video conference with the Artistic Director.

APPOINTMENT DATE: ASAP

TO APPLY: Send a cover letter and CV/resume by email to candace@continuoarts.org with subject line "Assistant Conductor and Programs Manager Application." Additionally, please include links to approx. 1-2 video excerpts of your conducting in contrasting styles and in a combination of performance and rehearsal. (No more than 15 total minutes of total video). Continuo Arts Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.