



6200 N. CHARLES ST. #104
BALTIMORE, MD 21212

667.206.4120

INFO@HANDELCHOIR.ORG
WWW.HANDELCHOIR.ORG

Artistic Director & Conductor Position Description

The Artistic Director and Conductor of Handel Choir of Baltimore is principally responsible for artistic vision, leadership and direction of performance by the Choir. The Artistic Director and Conductor reports to the Board of Trustees, serves as an *ex officio* member of the Board and works in conjunction and consultation with the Managing Director.

BOARD OF TRUSTEES

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ARTISTIC DIRECTOR
& CONDUCTOR
EMERITA

PHILIP OLSEN
ANNE C.A. WILSON
EX OFFICIO

ELLERY B. WOODWORTH
EMERITUS

Artistic Administration

- Provides overall artistic leadership for Handel Choir
- Oversees all artistic aspects of Handel Choir including concert scheduling and venues, choice of repertoire in consultation with the Artistic Committee and ordering of music
- Auditions and selects chorus members
- Auditions and selects artistic personnel including orchestra contractor, guest vocal soloists, professional choristers, and instrumental soloists. Provides input to and works with Managing Director on drafting contracts
- Prepares for and conducts rehearsals, coaches guest artists and conducts concerts
- Oversees all direct communication with the choir
- Provides master markings for instrumental parts and vocal scores
- Works with Managing Director to coordinate site / venue selection and walk-through preparation
- Works with Managing Director and Ensemble Manager to maintain data base for selecting and vetting venues

Development and Fundraising

- Participates in fund raising and friend-making activities, including calling donors as needed / requested
- Consults in the preparation of grant applications by answering questions and providing information as needed / requested
- Participates in preparation of concert and related materials, including draft of semi-annual appeal letters and social media posts

Marketing and Community Relations

- Serves as the primary artistic spokesperson for Handel Choir
- Participates in activities that further the positive reputation of the organization, including media relationships and interviews and collaborations with other local and regional artistic organizations

(continued)

*CHOIR MEMBER

- Participates in professional organizations locally, nationally, and internationally

Financial Management

- Develops an annual comprehensive artistic plan and budget in collaboration with the Managing Director and Board which provides the basis for the annual budget
- Functions within the adopted annual budget in areas of responsibility for expenditures

Planning

- Assists in long-range strategic artistic planning and strategies for implementation in consultation with the Artistic Committee and Managing Director and presents results to Board of Trustees when final

Board of Trustees

- Serves as an *ex officio* member of the Board of Trustees, attending regular meetings
- Presents regular reports to the Board of Trustees
- Participates in the Artistic Committee to develop the artistic direction of Handel Choir
- Attends selected committee meetings as needed / requested

Staffing

- Oversees the Handel Choir accompanist / associate conductor, ensemble manager, librarian, section leaders and professional choristers, reviews and approves payments for services rendered and provides regular feedback to them
- Provides input in evaluation of paid staff
