



## ASSISTANT ARTISTIC DIRECTOR

Boston City Singers is a unique community where “love is born, peace is kept, and magic is real.” Our programs are gateways to life-changing experiences.

We invite applications from dynamic and skilled musicians committed to continuing our tradition of excellence. We are looking for a teacher who can lead, engage and motivate our singers, developing musical skills while building community. Candidates with knowledge of non-Western, traditional, and living musical traditions are especially encouraged to apply.

The Assistant Artistic Director’s primary focus is to provide outstanding opportunities for singers in middle school. The Director will be supported by collaborative pianists, Teaching Fellows from area conservatories, and Teen Mentors drawn from our programs.

Position Title:	Assistant Artistic Director
Hours:	Half-time position - 20 hours per week during the school year.
Start Date:	September, 2022
Reports to:	Artistic Director
Locations:	<ul style="list-style-type: none"><li>• Dorchester (The Epiphany School)</li><li>• North Cambridge (St. James Episcopal Church)</li><li>• Administrative activities are virtual and take place during regular business hours.</li></ul>
Rehearsal Schedule:	<ul style="list-style-type: none"><li>• Tuesday - 4:00 - 6:00 pm Cambridge</li><li>• Wednesday - 6:30 - 8:30 pm Dorchester</li></ul>
Additional:	<ul style="list-style-type: none"><li>• Additional rehearsals as needed (2 - 3 times per year),</li><li>• Youth Development retreats (1 - 2 times per year)</li></ul>
Performances:	4 - 5 per year
Touring:	Domestic tours/festivals in alternate years (2024)

### Principal Responsibilities

The successful candidate will:

#### 1) RECRUITMENT

- Be an active member of our singer recruitment team

#### 2) TEACHING

- Conduct a minimum of two middle school programs, ‘Cantare,’ in rehearsals and performances.
- Implement several “pop-up” programs in various locations.
- Execute Cantare's weekly age-appropriate instruction from thoughtfully crafted lesson plans. Select repertoire from diverse backgrounds, origins, and traditions, chosen to not only promote healthy vocal development but to engage singers musically and socially.
- Substitute at occasional rehearsals.
- Represent Boston City Singers at forums through conference and adjudication engagements.

### 3) EVALUATION

- Track and record students' progress while demonstrating a commitment to inclusion, social justice, and diversity.
- Work closely with Program Managers to ensure rehearsals and performances align with our commitment to excellence while providing an enjoyable and engaging learning experience for all.
- Evaluate Teaching Fellows and Teen Mentors in collaboration with Program Managers.

### 4) ADMINISTRATIVE

- Confer regularly with staff (Founding Artistic Director, Managing Director, Program Managers, Teen Mentors, Teaching Fellows, Collaborative Pianists) regarding student progress, family engagement, and fundraising activities.
- Work with the artistic team to plan and produce each season's concerts and supporting curriculum.
- Attend weekly staff meetings.
- Provide reports on activities for use in grant proposals and board meetings.

### REQUIRED QUALIFICATIONS:

- Master's degree in a music-related field
- 2+ years of experience with demonstrated success as a music educator
- Knowledge of rehearsal planning, vocal pedagogy, and repertoire for elementary and middle school choirs
- Strong interpersonal and communications skills
- Ability to work independently and as a team member, in-person and virtually
- Punctual and dependable with a demonstrated commitment to timely communication

### PREFERRED QUALIFICATIONS:

- Experience teaching in urban setting
- Linguistic ability
- Kodály certification and teaching experience
- Proven success with recruitment
- Strong administrative skills, including knowledge of Microsoft Offices

### BENEFITS and COMPENSATION

- Vacation time, retirement contribution, telephone reimbursement, mileage, and health insurance
- Salary commensurate with experience

### HOW TO APPLY:

Please send a cover letter and resume to Jane Money, Founding Artistic Director, at [jmoney@bostoncitisingers.org](mailto:jmoney@bostoncitisingers.org). by Saturday, May 7, 2022. No phone calls, please.

### **ABOUT BOSTON CITY SINGERS:**

Boston City Singers is an equal opportunity employer and encourages candidates of all backgrounds to apply for this position.

Since 1995, El Sistema-inspired Boston City Singers has been serving singers ages 4 - high school in the urban neighborhoods of Dorchester, Jamaica Plain, and North Cambridge. With a focus on inclusion, access, and social justice, we are known for our family atmosphere where diversity of all kinds is acknowledged and welcomed.

Boston City Singers does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics, or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn or work or any other characteristic protected by federal, state or local law.

Current authorization to work in the United States is required - candidates must be authorized by their first day of employment.