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CARSON CITY SYMPHONY ASSOCIATION  
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**POSITION DESCRIPTION: DIRECTOR, CARSON CHAMBER SINGERS**  
**DEADLINE FOR APPLICATION: Monday, September 9, 2019**

**SUMMARY:** The Carson Chamber Singers is a performing group of the Carson City Symphony Association. Membership is open to all who have intermediate- to advanced-level musical experience, currently about 35 singers. An expanded group, open to all without audition, performs on selected concerts.

The Singers rehearse weekly for two hours and have five scheduled performances annually; three of these are joint concerts with the Carson City Symphony. Other performances may be added for holiday celebrations and outreach activities throughout the year. Rehearsals are Tuesday nights in the choral room at Carson High School.

**DIRECTOR RESPONSIBILITIES:**

**Artistic:**

- Uphold the core values of the organization.
- Conduct rehearsals September through July 4.
- In collaboration with the Carson City Symphony conductor, prepare for joint concerts .
- Select appropriate and varied repertoire for rehearsal and performance.
- Provide vision for development and expansion of the group.
- Display an ability to work with singers of varying musical skills.

**Administrative:**

- Expand the music library (funded the Symphony Association and maintained by the Chorus Librarian).
- Communicate with the Symphony Association Board, and attend its meetings or appoint a delegate to attend.
- Schedule concerts, rehearsals, and section rehearsals, delegating responsibilities as needed .
- Recruit new members .
- Seek opportunities for community outreach and raising the group's visibility.
- Supervise members, maintain attendance records, dismiss members for poor attendance, lack of preparation, etc. Some duties can be delegated.
- Supervise accompanist, conduct a yearly review, dismiss as needed .

**COMPENSATION:** Initial compensation is \$500 per concert set, typically 6-8 rehearsals and one concert, plus \$100 for each additional performance of the same program. Note: The Board is

currently reviewing and revising the fee structure.

**REQUIREMENTS:**

- Bachelor's degree in music, or three years relevant conducting experience.
- Keyboard skills sufficient to serve as accompanist, if needed.
- Applicant reports to, and is subject to an annual review by, the symphony board.

**APPLICATION:** Candidates should submit the following:

- Resume with cover letter
- Two letters of recommendation and contact information for one or two additional references.  
These should include an educator or administrator, a colleague, and a member of a performing group the candidate has directed.
- Sample programs of recent concerts the applicant has directed.
- Optional: Video recording(s) of rehearsals or concerts the applicant has directed .

**Send Materials To:**

Grant Mills, Search Committee Chair  
c/o Carson City Symphony  
P.O. Box 2001  
Carson City, NV 89702-2001

Or email to: ehbugli@aol.com

**SELECTION PROCESS:**

- Monday, September 9, 2019: Deadline for application.
- Friday September 13, 2019: Search Committee reviews applications.
- September 9-14, 2019: References are checked, finalists selected, and audition dates scheduled.
- Tuesday, September 17, to Tuesday, October 1, 2019: Live auditions with Chamber Singers—  
Attributes evaluated will include musicality, interpersonal skills, conducting technique, pedagogic knowledge. Audition may be videorecorded.
- An interview with each finalist will take place after their audition.
- October 4, 2019: Search Committee selects director.
- Soon after: Finalists informed of committee's decision.
- Rehearsals with new conductor start October 8, 2019.
- Sunday, December 15, 2019: New director is introduced to the public at the Symphony/Chamber Singers joint Holiday Treat Concert at the Carson City Community Center.