



ASSISTANT DIRECTOR

AIM:

Works cooperatively and collaboratively with Director, other assistant director/s, Music Team, Management Team and all members towards the musical vision.

TERM OF APPOINTMENT

Initial appointment will be for a term 1 year with a review undertaken at 6 months.

TRAINING OPPORTUNITIES

Each AD will be provided with training and mentoring.

ADs will be encouraged to complete the DCP (Directors Certification Program).

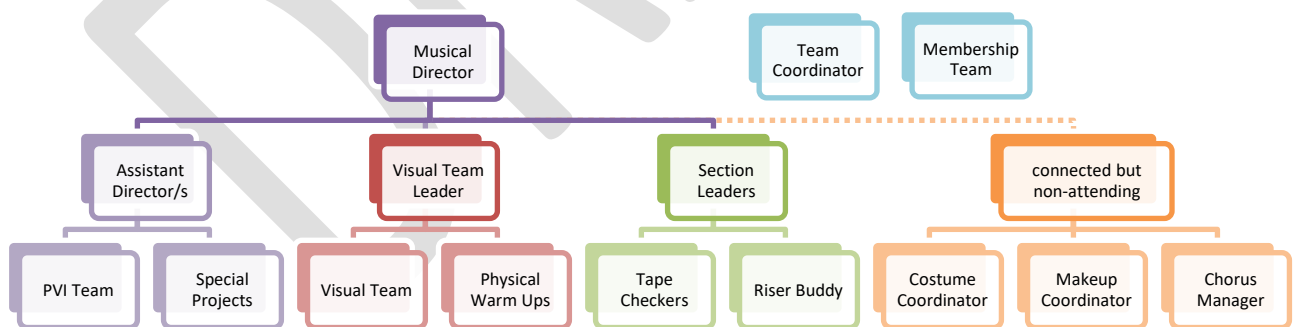
When possible, the Assistant Director shall be encouraged to attend educational events, either within Victoria, interstate, or overseas. The Management Team will endeavour to pay partial or full costs to facilitate such attendance, however each submission will be considered by the Management Team on a case by case basis.

REMUNERATION

Compensation is provided when covering duties for the Musical Director. Funding is also available for professional development (as mentioned above). Details are outlined in the Assistant Director Contract.

MUSIC TEAM STRUCTURE

The Music Team, headed by the Director, is composed of a variety of roles as shown below:



The Assistant Director/s, Visual Team Leader and Section Team Leaders attend monthly Music Team meetings. We engage closely with the Chorus Team Coordinator and Membership Team who may also attend when relevant.

Other subcommittees are not directly connected to the Music Team but work closely alongside the Team with respect to costume, makeup and performance coordination.



DUTIES

- Act on behalf of the music director in absence:
 - o direct performances
 - o conduct the weekly chorus rehearsal
 - o Stand in for the director during the rehearsal when she is engaged in other duties
 - *As such, have a high level of confidence in directing chorus repertoire*
- Attend all music team meetings and planning sessions.
- Build positive and supportive relationships with members.
- Contribute to:
 - o planning of long and short-term musical goals for the chorus
 - o selecting repertoire
 - o identifying appropriate teaching techniques for rehearsals
- Assist Section Leaders where appropriate
- Be responsible for specific area/s of the music program (at least 1 from the list below):
 - o Evaluation and training of new members
 - o New music learning program (including riser tapes/evaluations)
 - o Vocal techniques (including vocal warm ups/vocal unity sessions)
 - o Visual performance (including physical skill building/warm ups)
 - o Capsule teaching (short 15-20min classes on key topics)
 - o Other (as identified)

SKILLS AND ATTRIBUTES:

- Conducting (basic patterns)
- Knowledge of barbershop basics
- Communication
- Leadership
- Self Driven / Motivated
- Basic Computer Skills
- Willingness to learn
- Regular attendance

It is not expected that an applicant would have a high competency in all areas but would demonstrate a desire to build on these areas and bring new ideas and energy to the team and the chorus.