



# CHILDREN'S CHOIR

## Knoxville Symphony Orchestra

### Position Description

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**Position Title:** Conductor, Knoxville Symphony Children's Choir

**Department:** Education and Community Partnerships

**Position Summary:** Responsible for artistic management and assurance of the success of all Knoxville Symphony Children's Choir programs. Reports to the KSO Director of Education & Community Partnerships

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#### **Essential Job Functions:**

1. Develop a vision for the KSCC that drives initiatives set forth in the KSO Strategic Plan.
2. Establish and maintain relationships with the music and arts-in-education communities in Knoxville and surrounding counties.
3. Develop, plan and implement the Knoxville Symphony Children's Choir program, in collaboration with KSCC Manager, KSO Director of Education and Community Partnerships and KSO Music Director, including bi-annual concerts, weekly rehearsals, auditions, and other program elements.
4. Act as spokesperson for the KSCC.
5. Enforce policies and procedures set forth in the KSCC Membership Handbook in a professional manner representative of the mission of the KSCC.
6. Provide all program material to the KSCC Manager in a timely fashion.
7. Supervise KSCC Auditions and placement held in late April of each season.
8. Maintain consistent communication with parents of Children's Choir members.
9. Determine and program appropriate repertoire for the Children's Choir in consultation with KSO Music Director.
10. Plan and implement KSCC Retreat/Camp held in the summer of each season (dates TBD).
11. Prepare music prior to rehearsals and follow the procedures set forth to file all music in the KSCC Library following each concert.
12. Demonstrate effective rehearsal technique (organized and effective rehearsal and classroom management techniques) for a large student ensemble.
13. Demonstrate effective conducting technique in rehearsal and performance settings.
14. In consultation with KSO Music Director, collaborate on artistic decisions for the Clayton Holiday Concerts, KSCC Spring Concert and any special projects.
15. Participate in professional development opportunities such as American Choral Directors Association conferences.
16. Comply with the policies and procedures set forth within the Knoxville Symphony Society Policies and Procedures Manual for Administrative Staff.
17. Perform other duties as assigned or as situations dictate.