Job Title: Associate Director and Accompanist (ADA)

Position Description:

The Choir School of Delaware, a 501(c)(3) organization, provides professional musical training, leadership development, language skills, academic support and mentoring in an intergenerational environment for youth in Wilmington, Delaware, and the surrounding region. Choir School staff and volunteers serve as advocates for these students to help guide them to success in academic, music and social endeavors.

The ADA is a skilled musician who provides organ, harpsichord and piano accompaniment as well as conducts Choir School ensembles. The ADA reports directly to the DMO. This ADA will work as a team member to build a nurturing choral community with an emphasis on a holistic arts education that combines choral music, piano instruction, one-on-one mentoring, academics and life skills. The choristers are trained in a supportive, intergenerational environment where they perform alongside professional and semi-professional adult singers.

The ADA is responsible for the basic musicianship curricula that all choristers are required to complete. This curriculum is crafted based on the needs of each individual chorister and will include piano instruction as a means to building strong sight-singers and choral musicians. The skills that choristers acquire include: sight-singing (with solfeggio syllables and numbers), basic piano proficiency and finely tuned intonation. All of this instruction takes place in the context of the choral setting. Advanced choristers extend their musicianship curricula to include piano instruction where they acquire the skills, discipline and precision to perform piano works from the piano repertoire. This canon of repertoire is representative of the Masterworks, though it is also inclusive of works composed in contrasting styles and eras by lesser-known and more modern composers. In addition to accompanying rehearsals and teaching lessons, the ADA will work with the DMO and Director of Education and Assistant Director (DEAD) to coordinate logistics associated with the many performances of the Choir.

Key Tasks and Responsibilities

In Relation to Directing and Accompanying:

1. Meet regularly with the DMO for planning purposes
2. Work with the DMO and DEAD in the planning of the Choir’s annual repertoire
3. Conducting and scheduling “hearings” for potential Choristers
4. Coordinate logistics and fine details of the choir’s singing engagements
   a. Plan with host Music Directors organ music and playing duties
b. Arrange for vestments and other inventory to be transported to events
   c. Communication with adult singers and Choral Scholars for upcoming events
5. Accompany evening rehearsals and weekly singing engagements
6. In conjunction with the DEAD, facilitate rehearsal of the ensemble in the absence of the DMO
7. Practice regularly to maintain musical excellence and integrity
8. Manage the Choral Library
9. Order sheet music for performances
10. Manage the preparation of music folders
11. Manage Head Choristers
12. Manage the use and storage of vestments and chorister uniforms
13. Manage storage facilities related to the Choral Library, vestments, uniforms, and instruments
14. Drive Choir School van as needed
15. Provide general support for the DMO
16. Attend continuing education activities relevant to choral, keyboard and administrative duties and join appropriate professional organizations
17. Inventory and maintain CCSD instruments
18. Manage Chorister stipends and standards
19. Assist with Choral Scholar auditions and interviews
20. Work with Operations Specialist to create publicity for weekly performances
21. Maintain online calendars for Events and for Choristers/Families
22. Oversee rehearsal and performance attendance for Choristers, Adults and Choral Scholars
23. Execute Choral Scholar and Instrumentalist payroll
24. Plan and facilitate Summer Camp music curriculum
25. Manage Pro Series and Bach Festival
26. Assist the Choir School staff in planning and executing Subscription Series

In Relation to Piano/Musicianship Instruction:

1. Enthusiastically facilitate musicianship lessons
2. Cultivate musicianship skills that focus on sight-singing, piano proficiency and intonation
3. Teach solfeggio syllables as a means of sight-singing, while integrating basic piano techniques and fundamentals
4. Foster a positive and fun learning environment for choristers
5. Provide monthly feedback via progress report on the progress of each chorister
6. Manage and support volunteers working in piano lab
7. Manage digital piano assigned to Choristers

General Administration:

1. Help staff plan and execute concerts, events and other Choir School programs
2. Promote the mission and vision of the Choir School and its programs with families, volunteers, staff, other organizations and the general public.
4. Proofread materials before publication (particularly programs and leaflets)
5. Provide material for newsletters, articles, social media and other communications
6. Assist with other Choir School administrative tasks, as needed
7. Develop collegial relationships with staff
8. Attend staff meetings and other discussions related to Choir School administration
9. Assist the staff with the planning, management and facilitation of Summer Camp

**Musical Competencies:**

1. Ability to perform accompaniments and solo works of a wide range of styles, on the organ, harpsichord and piano
2. Sight read hymns and anthem accompaniments
3. Play "open" choral scores for rehearsal
4. Accompany hymns, service music, and psalmody in a manner that enhances congregational and choral participation
5. Basic improvisation skills and keyboard harmony skills such as modulation, harmonization, and transposition
6. Interpret and follow a conductor
7. Strong working knowledge of liturgical services, especially of the Anglican tradition
8. Strong working knowledge of solfeggio and number sight-singing methods
9. Excellent aural skills with an ear for error detection in thick choral textures
10. Basic conducting skills

**Qualifications:**

1. Bachelor's in keyboard performance, music education or sacred music is required
2. Works well with children and adults
3. Can take direction and function as part of a team
4. Is reliable and trustworthy
5. Displays patience and flexibility
6. Is creative and motivated
7. Exudes positive energy
8. Is organized and able to multitask