



Choirmaster & Director of Choral Activities

Organization: Great Falls Symphony Association

Primary Ensemble: Great Falls Symphonic Choir

Position Type: Part-Time Artistic Leadership Position

Classification: Employee

Compensation: \$12,000–\$15,000 DOE

Reports To: Music Director

Administrative Oversight: Executive Director

Regular Rehearsal Schedule: Monday evenings, 7:00–9:00 p.m., during the primary season

Position Summary

The Great Falls Symphony Association is seeking a **Choirmaster & Director of Choral Activities** to provide artistic leadership for the Great Falls Symphonic Choir.

This part-time artistic leadership position is responsible for guiding the choir's musical preparation, ensemble culture, singer development, auditions, and long-term artistic growth. The Choirmaster works closely with the Music Director to prepare the choir for choral-orchestral performances, stand-alone choir programs, and other artistic and community activities.

The ideal candidate is an experienced choral conductor with strong rehearsal technique, excellent communication skills, a collaborative spirit, and the ability to inspire volunteer singers toward a high artistic standard.

About the Great Falls Symphonic Choir

The Great Falls Symphonic Choir is an important part of the Great Falls Symphony Association's artistic life. The choir performs both independently and in collaboration with the Great Falls Symphony Orchestra, contributing to the cultural vitality of Great Falls and the surrounding region.

The Choirmaster will play a key role in strengthening the choir's artistic quality, organizational health, recruitment, retention, and community visibility.

Primary Responsibilities

Artistic and Rehearsal Leadership

The Choirmaster will lead regular rehearsals, sectionals, auditions, and preparation sessions for the Great Falls Symphonic Choir. This includes preparing the choir for choral-orchestral and stand-alone performances with strong attention to accuracy, tone, diction, style, musical interpretation, and ensemble unity.

The Choirmaster is expected to create an efficient, respectful, and motivating rehearsal environment that supports healthy vocal technique, strong musicianship, individual preparation, and long-term singer growth.

Collaboration with the Music Director

The Choirmaster works closely with the Music Director to align choral preparation with the organization's artistic vision. This includes communicating rehearsal progress, section balance, readiness concerns, repertoire considerations, logistical needs, and performance expectations.

The Choirmaster may also participate in artistic planning and production meetings as needed.

Singer Recruitment, Auditions, and Membership

The Choirmaster will establish and conduct auditions for new and returning singers and assess singers for musical ability, vocal fit, ensemble needs, and membership placement according to GFSA policy.

This position will also work with GFSA staff and volunteer leaders to promote auditions, support retention, and build recruitment relationships with local music educators, churches, universities, community choirs, and regional singers.

Singer Development and Ensemble Culture

The Choirmaster is responsible for helping build a respectful, disciplined, welcoming, and musically engaged choir culture. This includes providing singers with appropriate rehearsal notes, diction guidance, practice resources, and clear artistic expectations.

The Choirmaster will also work with Section Leaders as partners in communication, preparation, and ensemble development.

Choral Program Development

The Choirmaster may recommend repertoire and contribute to programming for choral-orchestral and stand-alone choir concerts. This position also supports long-term thinking around choral growth, sustainability, community collaboration, visibility, and audience development.

Leadership of Choral Personnel

The Choirmaster leads and collaborates with the Choir Accompanist, Choir Librarian, Choir Operations Coordinator, Choir Council, and Choir Section Leaders. The Choirmaster is expected to maintain appropriate confidentiality, support volunteer leaders, and participate in Choir Council meetings when invited.

Communication and Policy Alignment

The Choirmaster communicates clearly and professionally with singers, staff, artistic leadership, and volunteer leaders. This includes ensuring that artistic communications, rehearsal expectations, singer standards, attendance matters, and membership decisions align with GFSA policies and the Symphonic Choir Musician Handbook.

The Choirmaster is also expected to route grievances, safety concerns, policy questions, or personnel matters to the appropriate GFSA leadership.

Community Engagement and Ambassadorship

The Choirmaster represents the Great Falls Symphonic Choir and the Great Falls Symphony Association positively in the community. This position helps build relationships that support recruitment, collaboration, audience development, and the artistic and civic value of choral music in the region.

Position Boundaries

The Choirmaster is responsible for artistic leadership, singer standards, auditions, musical preparation, rehearsal leadership, and strategic choral development.

The Choirmaster is not responsible for routine administrative tasks such as roster updates, weekly reminders, attendance entry, or database maintenance. Those responsibilities are supported by the Choir Operations Coordinator.

The Choirmaster is also not responsible for library operations or music preparation, which are handled by the Choir Librarian.

Required Qualifications

- Demonstrated experience conducting adult choirs.
- Strong rehearsal technique and ability to prepare volunteer ensembles for high-level performance.
- Knowledge of choral-orchestral literature, vocal pedagogy, diction, and ensemble preparation.
- Excellent communication and interpersonal skills.
- Ability to work respectfully with volunteer and professional musicians.
- Commitment to the GFSA's mission and community role.
- Comfort with digital communication and rehearsal tools.

Preferred Qualifications

- Master's degree in choral conducting or a related field, or equivalent experience.
- Experience preparing choruses for large-scale choral-orchestral works.
- Experience working with community, church, university, or regional choirs.
- Familiarity with standard choral languages.
- Experience with singer recruitment, partnerships, and digital rehearsal resources.
- Experience planning stand-alone choral programs.

Schedule and Time Commitment

The regular rehearsal schedule is Monday evenings from 7:00–9:00 p.m. during the primary choral season.

Additional time will be required for auditions, sectionals, dress rehearsals, choral-orchestral services, stand-alone choir performances, planning meetings, production meetings, and community events. Some work may be completed remotely, but reliable availability during the primary choral season is expected.

Evening and weekend availability is required.

Application Materials

Interested applicants should submit the following:

- Letter of interest
- Resume or CV
- Conducting and/or rehearsal videos, if available
- Sample programs or repertoire list
- Three professional references
- Optional statement of choral leadership philosophy

Application Deadline

For priority consideration, applications should be submitted by:

Thursday, July 16, 2026

Finalist Process

Finalists will be invited to participate in interviews and demonstration rehearsals with the Great Falls Symphonic Choir and members of the search committee on **Monday, July 27**.

To Apply

Please submit application materials to:

Great Falls Symphony Association

Hillary Shepherd, Executive Director

hillaryrose@gfsymphony.org

About the Great Falls Symphony Association

The Great Falls Symphony Association brings people together through exceptional music, educational enrichment, and arts advocacy. Through its orchestra, Symphonic Choir, chamber music programs, youth orchestra, education initiatives, and community partnerships, GFSA serves as a vital cultural force for Great Falls and north-central Montana.

The Great Falls Symphony Association is an equal opportunity employer and makes employment decisions based on organizational needs, job requirements, and artistic standards without regard to legally protected characteristics.