



BOZEMAN SYMPHONY
Norman Huynh, Music Director

Symphonic Choir Director – Position Description

The Bozeman Symphony is seeking a Symphonic Choir Director to join our team and lead efforts to develop our choir in support of our mission “to engage, unite, and uplift the human experience in Montana through music and the arts.” Founded in 1968, the Bozeman Symphony has long established itself as a cultural arts icon in the Gallatin Valley. Today, the Symphony remains committed to nurturing artistic and operational excellence, cultivating a passion for music in the next generation, and igniting the collective spirit of our community to create a distinctive Montana Sound. Under the inspiring leadership of Maestro Norman Huynh, the Bozeman Symphony is at a transformational moment, poised to capitalize on growing demand and strong community support.

General Summary: The Symphonic Choir Director is responsible for the musical leadership, artistic operation, and development of the Symphonic Choir and exercises authority in carrying out the BSO’s artistic mission in accordance with the policies established by the Music Director and Executive Director. This position reports directly to the Music Director.

Breakdown of Duties and Responsibilities

Artistic:

- Assist the Music Director in planning choir concerts each season including dates and repertoire.
- Develop and propose long-range plans for the Symphonic choir and for other components of the Bozeman Symphony as may involve the choir, in consultation with the Music Director and Executive Director.
- Develop the artistic quality of the choir.
- Prepare scores and conduct all required choir rehearsals. Lead all choir rehearsals and performances and be present at all corresponding orchestra rehearsals and performances.

Administrative:

- Collaborate with the Orchestra Personnel Manager on email communications to the choir and the orchestra.
- Provide updates to the Bozeman Symphony Board of Directors via regular reports and occasional in-person attendance at Board meetings.

Personnel:

- Make final decisions concerning choir personnel and rehearsal pianist in collaboration with the Orchestra Personnel Manager.
- Annually interview and audition members as deemed appropriate.
- Actively recruit new choir members.
- Make recommendations to the Music Director regarding guest artists, adjunct players, and additional needs for all stand-alone choir performances.

- Work to foster a culture of unity and positivity within the choir.

Production:

- Work with the Concert Production Manager and stage crew regarding set up for all events involving the choir.
- Prepare a rehearsal schedule each season.
- Prepare the schedule of concert dates and venues for performances not involving orchestra.
- Work with Orchestra and Choir Librarian on all arrangements for music purchase, rental, distribution, and collection.

Promotion:

- Maintain and increase the visibility and appreciation for the Bozeman Symphony and Symphonic Choir throughout the region.
- Record PSA's, provide interviews, and seek new ways to promote the choir.
- Attend Symphony functions.

Finance:

- Work within established budget parameters.
- Assist in fundraising when requested by Music Director and Executive Director.

Requirements:

- A college degree or equivalent experience in music or a music-related field.
- 2+ years of professional work experience in choral conducting and programming.
- Must be dependable, reliable, and exhibit a professional demeanor.
- Be a team player with effective communication skills, both oral and written.
- Strong organizational skills with a high degree of accuracy and exceptional attention to detail.
- Computer skills with proficiency in MS Office (Excel, Word, Outlook).
- Strong leadership skills

Preferred Qualifications:

- Previous choir direction experience preferred.
- Experience in nonprofit work.
- Passion for classical music.

Compensation: \$15,000

Job Type: Part-time, contracted, exempt.

Hours: Per contract – Approximately 15 weekly rehearsals in the fall, 15 in the spring, and at least 2 concert weekends.

Benefits: Per contract

To apply: Please submit a cover letter, resume, 3 references & conducting video (from the choir's perspective) to employment@bozemansymphony.org. Deadline to apply is April 1, 2025.

The Bozeman Symphony is an Equal Opportunity Employer.