

SUMMARY OF RESPONSIBILITIES

ASSISTANT CONDUCTOR

1. **Overview.** The Assistant Conductor is responsible for rehearsing and leading the CCC, or parts thereof, in the Director's absence, at the Director's request, and/or in supplementary activities. The Assistant Conductor will display the ability to work and communicate efficiently and effectively with the Artistic Director. The Assistant Conductor will provide the Artistic Director with choral management assistance (i.e. seating charts, transcribe markings given at rehearsals and send to members, etc.). Experience with Google forms and docs preferred.
2. **Rehearsals.** The Assistant Conductor, in the absence of the Artistic Director, conducts regular and retreat rehearsals. At the request of the Artistic Director, the Assistant Conductor leads regular and retreat sectional rehearsals. As agreed with the Artistic Director, the Assistant Conductor rehearses and conducts specific regular-concert pieces. The Assistant Conductor will meet the Chorale's attendance requirements. She/he will attend Artistic Committee Meetings 4-6 times annually to discuss and plan repertoire.
3. **Non-Regular Season Performances.** The Assistant Conductor manages, rehearses, and, as she/he deems appropriate, conducts non-regular season performances such the Showcase and summer events. In the case of the Showcase event, the Assistant Conductor will serve as the Artistic Director. She/he will audition the prospective acts, perform the role of Master of Ceremonies, and oversee the production (i.e. light and sound).
4. **Public Relations.** The Assistant Conductor will advance the mission of the CCC (Creating Choral Community, Artistry and Excellence) and support the CCC in fundraising, promotional, and other contacts with the public.