



East Holmes Local Schools - Hiland High School/Middle School Choral Department

4400 State Route 39 Berlin, OH 44610

<https://sites.google.com/eastholmes.org/hilandchoirs/home?authuser=0>

Job title: Assistant Choral Director and Accompanist

Work Location: Hiland High School/Middle School

Division/Department: Hiland High School/Middle School Choral Department

Reports to: Hiland High School/Middle School Choral Director

Compensation: Annual stipend/salary for 6 hours per week, choral accompanying, and additional concerts/choral department events

Employment Dates: Tuesday, August 27, 2019 - Friday, May 28, 2020

Weekly Hours: 6 (preferably 3 hours each on Tuesdays and Thursdays between 11:30AM-2:30PM)

Choral Accompanist + Additional Concerts/Events (detailed calendar/expectations will be provided)

Essential Duties and Responsibilities:

The Hiland High School/Middle School Choral Department Assistant Director and Accompanist is a self-motivated, efficient, collaborative, and enthusiastic member of the choral department staff who shows consistent initiative, supports and cares for the needs of the choral department in a variety of capacities, embodies a growth mindset, and upholds the choral department mission statement: "striving for excellence in the art of choral music".

The overview of this position includes:

- Following plans for each work day or week and working diligently to complete those tasks in a timely manner
- Record keeping, administrative tasks, copying, grading/assessment support
- Rehearsal and concert accompanying
- Rehearsal support/collaboration through attendance, individualized instruction (adjusting posture, breathing, technique, gestures, hand signs, etc.), teaching sectionals, leading portions of rehearsal, assisting with assessments, taking rehearsal notes, listening/following scores, and potential ensemble conducting
- Covering choral classes in the absence of the choral director
- Coaching and/or running solos or small ensembles in preparation for OMEA Solo and Ensemble Adjudicated Events at the middle and/or high school level
- Pre-concert or event support/help/duties and various support tasks for the high school musical, middle school musical, and/or fine arts showcase
- Represent the choral department with professionalism in a variety of capacities
- Re-designing and/or maintaining the Hiland choral department library or music collections

Education and/or Work Experience Requirements:

- Bachelor of Music in Music Education with choral/general music emphasis
- Previous choral ensemble teaching experience in public and/or private school settings
- Previous piano study and previous choral or vocal accompanying experience
- Previous/current private voice study and previous/current choral music ensemble performance experience
- Excellent verbal and written communication skills and computer proficiency (word processing, spreadsheets, google software and applications), excellent teamwork skills and ability to communicate with fellow staff members and students effectively