



Job Description - Assistant Artistic Director

Date posted: April 24, 2025

Location: Fort Wayne, IN

Web page: www.fwcchoir.org

The Fort Wayne Children's Choir (FWCC) seeks an Assistant Artistic Director to contribute to the vision of the organization. The FWCC is searching for a highly organized, musically talented, energetic individual committed to supporting the mission of the organization.

The Fort Wayne Children's Choir has been a vibrant part of the Northeast Indiana community for over 50 years and teaches music literacy to children from diverse backgrounds through song and performance. We do this through several programs which serve children 0-18.

Position profile:

The successful candidate must be, first and foremost, a strong musician and educator, exhibiting a passion for working with children. The successful candidate will be a strong steward of resources, with exceptional organizational skills, and exhibit an eye for detail. They will be a highly organized individual committed to supporting the work of the organization with a familiarity in the arts. The successful candidate will demonstrate integrity and accountability, possess strong communication skills, and manage their time with a variety of projects. The successful candidate will have the ability to work independently and in a team setting. All employees of the FWCC exemplify our core values of joy, community, integrity, and stewardship. He/she will invest time both in and out of the office and be visible in the community.

Job Summary:

Responsible for overseeing the implementation of music education curriculum, including early childhood program, music educator relationships, artistic staff communications, and administrative office work. The Assistant Artistic Director will work approximately 40 hours per week, with the understanding that meeting times with teachers, rehearsals, concert performances, and other meetings may occur outside of regular business hours. The Assistant Artistic Director reports directly to the Executive Artistic Director. He/she will be expected to perform publicity/marketing functions, participate in fund raising events, manage rehearsals and scheduling, and build strong partnerships with other organizations.

Responsibilities & Duties:

Artistic

- Direct one training choir in weekly rehearsals and all performances
- Serve as the assistant conductor for ensembles led by the Executive Artistic Director
- Oversee the implementation of the music education curriculum while promoting the artistic and educational goals and guidelines set forth by the Executive Artistic Director
- Oversee the implementation of music theory and sight singing assessments

- Assist with planning and implementation of student tours
- Work closely with the Executive Artistic Director to maximize the choir's visibility

Recruitment

- Create public awareness of the FWCC by working with local, regional, and national choral music and other arts organizations
- Serve as lead staff at public facing recruitment events
- Audition and place members in appropriate choirs
- Work with local music educators to recruit members for FWCC, promote concerts and events,

Administrative

- Interact with the administrative staff and the FWCC Music Advisory Council on issues relating to recruitment, music education, and relationships with area music educators
- Plan, design, and execute annual summer day camp, serving as director of the camp
- Reserve appropriate spaces for classes, rehearsals, and concerts
- Work with the Operations Coordinator to ensure families are well-informed
- Other duties as assigned

Compensation and Benefits:

This is a full-time position. Salary is approximately \$35,000 plus benefits. Employees receive 5 weeks of paid vacation. Funds for professional development are available, and dependent children may enroll in FWCC tuition-free.

Content of Confidential Information

The Assistant Artistic Director will have access to sensitive and confidential information relating to choir families. The employee will be charged with using sensitive information responsibly.

Qualifications:

- Bachelor's degree in music education from an accredited university
- Experience with the Kodály philosophy of music education
- Excellent communication, interpersonal, networking, administrative, and collaboration skills
- Willingness to work as a member of a team
- Experience in the non-profit sector (preferred)

Application procedure:

The position will remain open until filled. Review of materials will begin May 5, 2025.

Candidates must submit the following materials electronically in PDF format:

1. Cover letter
2. Resume
3. Three references

Email to: Jonathan Busarow, Executive Artistic Director, jbusarow@fwcchoir.org

Please state Assistant Artistic Director Search in subject line of the email.

Questions may be directed to Jonathan Busarow, Executive Artistic Director, at (260) 481-0481 or via email at jbusarow@fwcchoir.org.