



Toowoomba Choral Society Inc.

Toowoomba Choral Society Inc  
Management Committee  
PO Box 505  
Toowoomba Q 4350

# APPLICATION KIT for Position of Youth Choir Conductor

Toowoomba Choral Society  
1/10/2021



## APPLICATION REQUIREMENTS

To apply for the position of:

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- Youth Choir Conductor
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Please provide a cover letter outlining your interest in the position and any relevant experience.

Applications must have attached a current resume listing relevant qualifications and experience, and including two references, at least one of which must relate to the role for which you are applying.

**Applications close 5pm Monday 8th November, 2021.**

Please send your application to:

The Secretary  
Toowoomba Choral Society  
PO Box 505  
Toowoomba QLD 4350

or

[secretary@tcschoral.com.au](mailto:secretary@tcschoral.com.au)



## Position Description

<b>Position Title:</b>	Conductor/Musical Director for Youth Choir
<b>Reports To:</b>	Management Committee
<b>Location:</b>	Toowoomba
<b>Commencement:</b>	January 2022

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### Position Statement / Overall Purpose:

The Toowoomba Choral Society has a long and proud history having been part of the musical culture of Toowoomba since 1933. The choir is a non-auditioned Youth choir and actively participates in many public and community performances throughout each year.

The Society has its own facilities at Choral Hall which include a combination of three halls, a costume house, and three sheds for production assets.

There are three choirs in the Society - the TCS Choir, the TCS Contemporary Choral and the TCS Youth Choir. Within the Youth Choir there are several components.

- a) The Hummingbirds, a group of children aged 5-10, who have their own conductor,
- b) the non-auditioned main component for ages 10-18, generally referred to as TCS Youth Choir,
- c) the Harmonics, for the members grade 8 to grade 12. and
- c) the auditioned smaller ensemble, the John Penny Singers.

The same conductor takes TCS Youth Choir, Harmonics and John Penny Singers.

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### 1 **General Requirements (applying to all main choir conductors)**

- 1.1 TCS main three conductors have voting rights on the Management Committee (although they are not elected representatives) and are encouraged to vote on all relevant issues.

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- 1.2 Conductors present a report, either in person or in writing to the Management Committee at the monthly meeting (held on the third Monday night). The purpose of this report is to ensure that through Management, the broader membership is kept informed about each individual choir's activities, performances and commitments.
  - 1.3 Conductors are to provide a more comprehensive report on the year's activities for the Annual General Meeting.
  - 1.4 Conductors are expected to liaise with the other TCS conductors and to

## **2 Position Responsibilities**

### **2.1 Experience and willingness to conduct a variety of music**

This choir sings a variety of music genres, introducing the children to aspects of music that may be unfamiliar to some. It is essential that the conductor is comfortable conducting a wide variety of styles with varying degrees of difficulty and is prepared to also fill a teaching role. A dynamic, high energy person who has skills to engage the children, maintaining discipline and achieving a high standard, whilst keeping it fun.

### **2.2 Contribute to the Annual Programme.**

Contribute to the planning of a programme of choral events and opportunities for the choir for the following year. The final programme of events will be ratified by the Management Committee.

### **2.3 Involvement with the Queensland Eisteddfod.**

The choir has traditionally competed at the Queensland Eisteddfod which is hosted in a different regional city each year over the Easter period. Our constitution encourages participation at the Queensland Eisteddfod where practicable.

The Youth Choir Conductor will be required to complete and lodge any necessary Competition Entry forms and Registrations if required. They will need to select "own choice" music for the relevant sections and run rehearsals to ensure choir members have satisfactorily learned music for public

performance. Attending & Conducting the Choir/s at the Queensland Eisteddfod, wherever it is held.

All conductors are expected to be available to conduct during the Eisteddfod however conducting responsibilities may be shared across the competition performances. Attendance at the Queensland Eisteddfod Council meeting on Easter Sunday morning in the host city would be negotiated between conductors.

A Pre-Eisteddfod Concert is held in Toowoomba approximately two weeks before Easter. The conductor provides 'own choice' music for this event.

#### **2.4 Participation in Combined Concerts**

The Youth Choir is sometimes required to participate in TCS Combined concerts.

#### **2.5 Source Additional Events.**

Actively look for outside TCS concert/performance involvement. Participating in community events.

### **3 Other Duties**

- 3.1 Undertake own work practices in a safe manner and comply with instructions given for workplace health and safety within Toowoomba Choral Society policies and procedures.
- 3.2 Collaborate in an open, communicative style with the other conductors of TCS and with the Management Committee to achieve the vision and mission of the Society.
- 3.3 Bring ideas and suggestions forward for discussion at the Planning & Programming Subcommittee for new opportunities and events which the conductor may suggest or recommend.
- 3.4 Whilst the TCSYC School Holiday Programme musical production is held at the Empire Theatre in the July School Holidays, the conductor is not obliged to act as Artistic or Musical Director of the Annual production, but is invited to be involved with the production and may apply for a directorial role.

### **4. Conditions of Employment**

- A three-month probationary period applies to all new positions.
- The Society currently offers an honorarium of \$3600 annually, paid quarterly to all conductors.

- Accommodation expenses will be paid for non-Toowoomba events such as the Queensland Eisteddfod.

**5. Required Skills, Knowledge and Experience:**

- Demonstrated experience in conducting a community or children/youth choir with both large and small choral groups and ensembles.
- Demonstrated ability to lead, motivate and encourage choristers to participate in choral events with a range of choral music.
- Experience and flexibility in selecting and conducting a wide range of music, taking into consideration age and developmental suitability.
- Demonstrated skills and/or experience in the management of choral events and programmes.
- Possession of high level written and oral communication skills and an ability to effectively interact with all levels of the Society including other conductors, choral members, Management Committee and subcommittee representatives and the public.
- Ability to work in a self-directed manner to achieve Society outcomes and deadlines with the ability to prioritise under pressure with competing demands.
- Computer literacy including the use of MS Office applications including internet and email.
- Current Queensland driver's licence and transport is an advantage.
- Current Blue Card is essential at commencement in the role.
- Current First Aid Certificate desired but not essential.