

SMC I SWC SECTION LEADER JOB DESCRIPTION

Summary

Section Leaders assist the Artistic Director and other artistic staff in the pursuit of artistic excellence and ensure that all members of their section are able to meet the requirements for each concert quarter. Section Leaders are appointed at the discretion of the AD annually. If the section leader is unable to fulfill their obligations the AD will appoint a new Section Leader.

Skill Requirements

- Excellent interpersonal skills to ensure member related issues are handled in a fair and consistent manner.
- Confident musicianship and the ability to assist singers in their section when needed.
- Effective leadership skills and ability to represent the Code of Conduct in all interactions.
- Must be able to attend rehearsals and performances as a Singer.

Responsibilities and Authority

Under the direction of the Artistic Director (with oversight from the Director of Artistic Operations and the Membership/Rehearsal Manager) the **Section Leader** has the responsibility and authority to:

Rehearsal Leadership

- Create a positive relationship with the members of their section.
- Welcome and help acclimate new singers.
- Remind singers that the expectation is all music must be in a binder or on a tablet for rehearsal.
- Notify singers with loose music that they must have it properly arranged by the next rehearsal.
- Be the first to intervene as issues arise in their section. Use direct communication as dictated by our Code of Conduct. If the issue remains unresolved, escalate the issue to the Membership/Rehearsal Manager.
- Refer singers to the Membership Council for remediation should a member's actions preclude safe or productive rehearsals and/or performances.
- Work with the other section leaders to create a seating chart each quarter.

Manage Attendance

- Take attendance each rehearsal using Chorus Connection and communicate/enforce attendance guidelines to members of your section
- Contact members when they reach 3 absences to alert them of their status. Use best judgement with singers who reach 4 absences.
 - If you are confident that the singer is capable of meeting the musical standard, simply warn them that a 5th absence will result being placed on a leave of absence.
 - If you suspect the singer may not be adequately prepared, notify them that they will need to sing for the AD prior to the next rehearsal for evaluation.

Musical Leadership

- Provide musical leadership by taking questions from members about musical issues as they arise and pass questions or notes to Paul when appropriate.
- Refer singers to AD for re-evaluation when their ability to learn and sing the music seems to be inadequate.
- Take note of details in rehearsal, such as phrasing, breathing, pronunciation etc., and communicate to members when needed.