



TITLE: Assistant Conductor and Chorus Manager

COMMITMENT: Part-Time (approximately 10 hours per week)

COMPENSATION: \$12,000 annually/\$1,200 per month (Aug-May)

LOCATION: Philadelphia, PA

Position Summary

The Assistant Conductor and Chorus Manager (AC&CM) works directly with the Artistic Director. This position is a member of the artistic and chorus operations team. The AC&CM is expected to work closely and effectively with the Artistic Director, Executive Director, Music Librarian, and all other staff and volunteers as deemed necessary to ensure clear communication regarding artistic needs for all choral rehearsals, performances, and events. Clear and timely dissemination of pertinent artistic information is paramount to the responsibilities of the Assistant Conductor and Chorus Manager.

Roles and Responsibilities

The primary roles of the Assistant Conductor and Chorus Manager are as follows:

Assistant Conductor

- During rehearsal, the AC&CM will be available to respond to any requests made by the conductor such as, but not limited to: marking parts and/or scores; facilitating warm-ups; running sectionals and/or conducting parts of tutti choral rehearsals; listening for balance, and other artistic duties as assigned.
- Following each rehearsal, the AC&CM will provide rehearsal notes to the Artistic Director (who may ask the AC&CM to communicate some or all of these notes to the chorus).
- Coordinating all arrangements in conjunction with the Artistic Director and Executive Director. These arrangements include but are not limited to:
 - aiding the assembly and disassembly of the chairs for regular rehearsals and the choral risers for orchestra/dress rehearsals;

- o aiding in the arrangements for instrumentalists (including seating, music stands, music scores, and lighting, if necessary);
 - o aiding in the arrangements for the conductor (including podium, music stand and lighting if necessary);
 - o creating and providing seating/riser charts for performances and rehearsals; and
 - o managing chorus logistics as related to concert production.
- At the sole discretion of the Artistic Director, the AC&CM may be given the opportunity to conduct Mendelssohn Chorus in public performance on at least one concert annually.

Chorus Management

- Manage and oversee section leader and volunteer singer auditions in partnership with the Artistic Director. Serve as primary point of contact for all audition inquiries.
- Tracks hours, and payroll information for professional section leaders.
- Update and maintain chorus member website (Chorus Connection) with rehearsal and performance details.
- Manage and enforce volunteer singer and section leader attendance policy, tracking weekly attendance.
- Creates singer surveys to collect chorus member feedback and information as needed.
- Gather relevant information, creates copy and content, and sends out eNews to chorus, staff and board of directors on a weekly basis.
 - o Communicates with chorus about production schedule and logistics, serves as main point of contact

Additionally, except as permitted by the Artistic Director at his sole discretion, the AC&CM shall attend and participate in every performance as well as every rehearsal as outlined in the season calendar provided by MCP. This participation is expected to include singing with the chorus when not conducting or participating in other duties as assigned. The AC&CM may also be asked to attend board meetings on occasion. The AC&CM shall report all absences or missed rehearsal time, other than that previously agreed upon with the Artistic Director. The AC&CM shall be punctual with respect to each rehearsal and performance, be fully musically prepared for all rehearsals and performances, and shall provide musical leadership for the AC&CM 's voice section and the full chorus. Other duties may be assigned as necessary and as mutually agreeable between the AC&CM and Artistic Director.

Qualifications:

The AC&CM must have extensive conducting and administrative experience equivalent to at least an earned Master's degree in conducting (or similar). Ideally, the AC&CM will have experience preparing large choral ensembles for collaborative work with orchestras and will be comfortable liaising with orchestral staff in partner organizations. The AC&CM will have demonstrated ability as a performer and

pedagogue and will have a breadth and depth of knowledge of the choral repertory developed through their professional experience and their score study.

The ideal candidate must also be able to handle organizational and communication aspects of the position in a positive, professional, and timely manner. The AC&CM must work well under pressure and be willing to take directions and requests from many people while being able to prioritize tasks. Candidates for the position must be flexible and willing to be available to help, maintaining patience and a positive attitude amidst a sometimes hectic and always busy concert season. Above all, the AC&CM must have a positive attitude and be a team player. Candidates should be resident in the greater Philadelphia community and be able to lead a rehearsal on short notice in the absence of the Artistic Director.

The ideal candidate for the AC&CM position has the potential for promotion and advancement in future seasons (after at least two completed years of service), if excellence in performing the duties of the job has been consistently demonstrated.

APPLICATION DEADLINE: February 15, 2026

INTERVIEW: By appointment / virtual video conference with the Artistic Director and Executive Director. Finalists may be asked to audition in-person during a Mendelssohn Chorus rehearsal in Spring 2026.

APPOINTMENT DATE: August 1, 2026

TO APPLY: Send a cover letter and CV/resume by email to flo@mcchorus.org with subject line "Assistant Conductor and Chorus Manager Application." Additionally, please include links to approx. 3 video excerpts of your conducting in contrasting styles and in a combination of performance and rehearsal. (No more than 15 total minutes of video).

Mendelssohn Chorus of Philadelphia is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.