



1937 Lincoln Avenue
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www.vivaceyouthchorus.org

Job Title

Associate Conductor - Andante & Adagio

Department	Reports To	FLSA Status	Last Modified
Artistic	Executive Artistic Director	Non-exempt	July 30, 2025

Initial Application Review Date: August 8, 2025

Posted until filled.

Job Summary

The associate conductor leads Vivace's Andante and Adagio Ensembles. Andante is a treble voice ensemble of singers in 5th-9th grades, and Adagio is a treble voice ensemble of singers in 3rd-5th grades. Areas of responsibility include repertoire selection, rehearsal planning and directing, singer assessments, communications, and regular collaboration with the executive artistic director and other staff on concert planning, recruitment, and singer enrichment activities. This is a part-time, non-exempt position reporting to the executive artistic director.

Responsibilities

Artistic

- Work with the executive artistic director to plan repertoire for concerts (winter, spring, additional collaborations or outside gigs)
- Run weekly rehearsals; activities include:
 - Ear Training and Musicianship
 - Music Theory
 - Repertoire Practice (a collaborative pianist is provided for all meetings and events)
 - Ensemble Dynamics and Team Building
 - Current rehearsal schedule:
 - Andante: Mondays, 6:00 pm–7:30 pm
 - Adagio: Wednesdays 4:45-6:00 pm
 - Depending upon enrollment, Adagio may be split into two sections, meeting from 4:30-5:45 pm, and then 5:00-6:15 pm with an overlap in the middle for repertoire practice
- Conduct the Andante ensemble in two formal concerts per year, as well as other performances in the community
 - 2025-2026 Concert Dates:
 - December 13, 2025
 - May 16, 2025
- Conduct the Adagio ensemble in two casual recitals per year, as well as the two formal performances with the entire Vivace singing membership, listed above
 - 2025-2026 Recital Dates:

- December 3, 2025
- May 6, 2025
- Work with the executive artistic director to plan the Spring Sing in April
- Audition and place new singers in the ensembles at the start of each semester
- Conduct yearly assessments with the singers, meeting individually with each singer and submitting a written electronic report to the parent/guardian and singer

Communications

- Communicate with parents and singers as needed via email/phone
- Regularly communicate with office staff to coordinate rosters, newsletters, and other written materials as needed
- Attend staff meetings at least once per semester

Community/Enrichment Activities

- Participate in recruitment events, such as Open House, Open Rehearsals, and tabling at community events in and around San José
- Actively work with community ensembles to collaborate on larger works and/or other venues for the choir to participate in
- Publicize opportunities for honor choir participation and other enrichment activities to singers
- Assist the executive artistic director with recordings, online applications, and in-person auditions

Qualifications

- Bachelor's degree in music education or vocal performance or commensurate experience
- Experience using the Kodály method for music literacy
- 1 or more years of experience directing a choir in an educational and/or community setting
- Satisfactory background check and clearance to work in the United States

Ideal candidates will also have the following:

- Intermediate-level piano skills
- Master's degree in choral conducting, music education, vocal performance, or related field
- Certification in the Kodály method of music education

Work Environment

- Weekly in-person rehearsals in Willow Glen, San José
- In-person staff meetings, concerts, and events, as required by the executive artistic director
- Some physical labor, such as lifting 25-lb boxes to a height of 3–4 feet and carrying materials to and from events

Scope and Changes

This job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Vivace reserves the right to change the job duties at any time.

Compensation and Benefits

- Estimated \$7000–\$8,500 per year with room for growth, negotiable based on experience
 - \$60 per hour teaching rate (time in front of singers: rehearsals, performances, etc.)
 - Fall term runs from the end of August through the middle of December (15 weeks); no classes on Labor Day or Tuesday-Friday of Thanksgiving week

- Spring term runs from the end of January through the middle of May (14 weeks); no classes on February 16-20 for the President's Day holiday or April 6-10 for Spring Break
 - \$20 per hour administrative rate (preparation, chaperone time outside of rehearsals, communication, and other administrative work)
- Sick time
- Optional ADP 401k Retirement Plan
- Travel costs for organization-sponsored tours
- Support for professional development

Application Procedure

Email resume and letter of introduction with "Associate Conductor" in the subject line to jobs@vivaceyouthchorus.org. Please send only PDF or Microsoft Word files. *Note: applicants with the availability to direct both ensembles are preferred; however, this position may be filled by two candidates if required. Please outline your preference and availability in your letter of introduction.*

About Vivace Youth Chorus

Mission:

Vivace's mission is to empower young singers to discover their spirit of creativity, compassion, and collaboration through the beauty of song.

Theory of Change:

We are closing a critical educational gap by providing the youth of the greater San José area a much-needed inclusive and engaging musical experience; they become our future ambassadors for the arts.

More information is available at www.vivaceyouthchorus.org.

Equal Employment Opportunity Policy

Vivace Youth Chorus provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any kind on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Equity Statement

Vivace Youth Chorus of San José is committed to practices of equity and inclusion in our work with all individuals we come into contact with, including our current singers and families, our staff, our alumni, and our surrounding community. The San José area, and the expanse of Silicon Valley, is rich with diversity. It is our greatest desire to embody this diversity by providing access to our programs to every student and family we interact with, regardless of their economic status or racial, cultural, religious, or sexual identity. Together, we strive to promote systemic change through the unifying power of music, and spark the light of song in all people.