

# EDUCATIONAL OUTREACH

 Part of The Honeywell Foundation

## **Choir Director – Statement of Work**

### **Contractor Position, August 2019 – May 2020**

The Choir Director is an enthusiastic and engaged professional who connects with area youth through choral music to develop a choir that represents the mission of the Honeywell Foundation. This person must have an understanding of best practices for leading a children's choir and a passion for teaching music.

This position will require approximately 8 – 10 hours per week including Sunday rehearsals.

#### **Essential Duties and Responsibilities (Note: Other duties may be assigned)**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Oversee the music direction of the choir which is grouped into a Junior Choir (5 – 8 years old) and a Youth Choir (9 – 18 year old), but also performs as a combined choir.
- Select and teach music for choral performances.
- Oversee choir members at all times when they are in the buildings for rehearsal or a performance;
- Use Honeywell Foundation programs including Active Network to manage the logistics of the choir such as taking attendance, ordering supplies, and communicating with families.
- Collaborate with the Honeywell Foundation's volunteer coordinator to build and train a pool of volunteers to assist in the logistics of the choir.
- Work with the education team to determine rehearsal dates and times.
- Assist in the development of Honeywell Foundation's comprehensive arts-based education program including attending and participating in monthly staff meetings with the leaders of the Honeywell Foundation's other arts programs.
- Represent and communicate the vision and values of the Honeywell Foundation.

#### **Knowledge, Skills and Abilities**

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Strong leadership and organizational skills
- Ability to collaborate and work in alignment with other arts-based programs to support the comprehensive arts education program.
- Ability to develop music curriculum for young people ages 5 – 18;
- Familiarity with skill- and age-appropriate music and performance materials.

- Strong communication skills with young people, parents, staff, and others who support the program.
- Ability to use music to deepen children's community engagement and soft skill development.
- Ability to read music and direct a choir is required; ability to play piano is preferred.

### **Education And/Or Experience**

Bachelors degree in Music, Music Education or Performance with experience leading a choir is preferred

### **Environment and Physical Demands**

*The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Constant walking and standing; bending, stooping and reaching
- Occasionally lift up to 10 lbs. with the ability to push or pull more than 10 lbs.
- Ability to work in a fast paced environment
- Strong sensory skills, such as good eyesight, good hearing, and dexterity
- Ability to operate office equipment, including computers, copiers, fax machines, and phones