



The Australian Children's Choir

POSITION DESCRIPTION

Position	Training Choir Manager
Reports to	Chairperson & Artistic Director Choir Administrator (operational matters)
Effective	10 October 2016
Background	<p>Founded in 1976, The Australian Children's Choir (The ACC) is one of the oldest mixed voice children's choirs in Australia.</p> <p>The ACC is based in the eastern suburbs of Melbourne and consists of up to 150 boys and girls aged 7-19 in four different training ensembles. The choir has developed a strong reputation for its refined performances, varied repertoire and the production of fine young musicians, many of whom have gone on to pursue successful musical careers.</p> <p>The ACC employs high calibre staff to provide children with a quality music education. The Artistic Director and team of dedicated tutors bring a love of music to children of all ages.</p> <p>The ACC is an incorporated association and is managed by a Committee of Management, presently comprising eight volunteers and the Artistic Director. The ACC Office is staffed on a part-time basis by the Choir Administrator and Finance Administrator.</p>
Organisational Objectives	<p>The ACC aims to provide children and families with a friendly and caring musical community which is committed to providing its young choristers with:</p> <ul style="list-style-type: none"> • An excellent musical education under the direction of outstanding staff in a safe and encouraging environment • A training program specially designed to cater for children of different ages and abilities • An encouragement of a love of singing in all its members, and a sense of community • A sense of pride and self-confidence in being part of a respected musical organisation • High profile performance opportunities for its senior performing ensembles • Regular international and regional tours, as well as cultural and musical exchanges • The opportunity for music and performances to contribute to

	<p>children’s general education in life, including the promotion of self-discipline, better communication and interpersonal skills and a strong sense of teamwork and community.</p>
Role Purpose	<ul style="list-style-type: none"> • To conduct the specified ACC Training Choirs in line with The ACC Code of Conduct • To be responsible for the training, concert preparation and choral development of children within the allocated choir. • To oversee training choir curriculum and repertoire; liaise with training choir staff.
Key Tasks	<ul style="list-style-type: none"> • Conduct the allocated choirs (Junior and Reserve) at scheduled rehearsals and performances, including <ul style="list-style-type: none"> ○ music selection and preparation ○ tuition of children ○ working with an accompanist. • Assess children for readiness to be promoted. • Conduct auditions. • Be responsible for the choristers during rehearsals and performances, in conjunction with other Music Staff and Duty Parents. • Take/assist with rehearsals of other groups within The ACC in the absence of other Music Staff and at the direction of the Choir Administrator, the Artistic Director or a member of the Committee of Management. • Represent the Association and assist the Committee of Management in such manner as shall reasonably be required to further the aims of the association. • Attend regular Music Staff meetings on musical repertoire and related music staff issues.
Selection Criteria	<ul style="list-style-type: none"> • Demonstrated knowledge and passion for choral music, across a variety of genres and periods • Experience in teaching and conducting children’s choirs • Tertiary qualifications in music education • Good choral conducting technique • Demonstrated efficient and varied rehearsal skills • Keyboard skills would be an advantage • Excellent communication and interpersonal skills • Superior organisational skills • Ability to foster a friendly and co-operative spirit within the choir • Ability to work collaboratively with all other music staff members and the volunteer Committee of Management • Ability to give feedback to both children, parents and Committee of Management. • Proven commitment to continued learning and professional development • Professional presentation • Proven commitment to a Child Safe environment • Current Working with Children’s Check or full VIT registration.
Usual Hours	<ul style="list-style-type: none"> • Attendance at Saturday afternoon rehearsals in Mitcham • Attendance at performances and rehearsal camps as scheduled
Remuneration	<ul style="list-style-type: none"> • Hourly rate approximately \$50-60 p/h plus 9.5% superannuation • Payable monthly upon submission of a tax invoice.