

Associate Director Position with Plateau Women's Chorus

POSITION SUMMARY

The Plateau Women's Chorus (PWC) Board members are seeking an experienced and visionary interim Associate Director to fill an interim part time independent contractor position as the Associate Director (AD). This position has an immediate start date of January and will be considered interim until the June 2026 performance review.

The ideal candidate is an inspiring musical leader who can motivate a large volunteer ensemble, collaborate effectively with organizational leadership, and engage audiences through innovative programming. The AD provides creative leadership to foster the artistic excellence and the musical growth of the chorus. The AD collaborates with the Artistic Director during the rehearsals and performances, selecting the concert repertoire, preparing for and setting up each rehearsal and performance, and conducting the choir. The AD demonstrates a dedicated interest in contemporary choral music, demonstrates superb perception of pitch and intonation, possesses proficient conducting technique, and demonstrates efficient rehearsal preparation skills. The Artistic Director and AD share responsibilities of recruitment, long-range planning, repertoire selection, and performance locations.

The Artistic Director and AD are engaged as independent contractors and serve as non-voting advisory members of the PWC Board. Administrative and operational duties such as marketing, fundraising, logistics, concert production, and volunteer coordination are generally handled by the PWC Board members and volunteers.

ABOUT PLATEAU WOMEN'S CHORUS

PWC is a large, auditioned women's chorus based in Crossville, Tennessee. With more than 50 members ranging in age from teens to senior citizens, the chorus presents dynamic, high-quality performances featuring diverse repertoire, from classical to Broadway, jazz, and contemporary works. The mission of the nonprofit is to perform music written by and for women. The PWC is committed to artistic excellence, and community engagement. The PWC prepares for a spring concert season from February through March and for a fall concert season from September through October. Each concert season usually includes:

- Nine Tuesday rehearsals from 3:30 to 5:30.
- Three Saturday rehearsals from 10:00 to 12:00
- Four concerts at the Crossville Arts Circle Library, a morning concert at an elementary school, and two Sunday afternoon concerts.

KEY RESPONSIBILITIES

- Collaborates with the Artistic Director to positively contribute with artistic planning, programming, and repertoire.
- Provides artistic support to select a repertoire that reflects the PWC mission and vision.
- Attends all rehearsals and performances with a minimum of 30 minutes to set up before and take down afterwards.
- Prepares to lead all or a portion of rehearsals and performances based on the planned schedule, or with little to no advance notice when needed.
- Conducts rehearsals and performances with clear, strong musical leadership.
- Teaches and inspires PWC members to develop and expand their musical fluency and repertoire skill levels vocally as individuals, sections, and the entire choir.

- Oversees the preparation and distribution of rehearsal materials, including sheet music, digital practice tracks, and other learning tools.
- Collaborates with the Director in all performance areas, including balance, blend, intonation, diction, and expression, and actively assisting as needed.
- Assists in the compilation of repertoire research, voicing requirements, rehearsal and performance seating charts, roster needs, and other musical or logistical matters.
- Assists the Artistic Director with recruitment, screening, and auditions of musicians.
- Collaborates with staff, accompanists, instrumentalists, contract orchestra members, stage managers, and guest artists to achieve high-quality productions.
- Supports the PWC Board with organizational planning and operations.
- Participates in and positively represents PWC as a partner during community outreach events such as the PWC performance of the National Anthem for the Relay4Life.
- Assists with the Young Singers community children's chorus on Thursdays from 3:45-4:45 during the concert season. This is a negotiable requirement.

MINIMUM QUALIFICATIONS

- Demonstrated experience conducting large choral ensembles (25 +/- members).
- University degree in music performance, conducting, or education, or equivalent experience.
- Knowledge and experience of choral repertoire for directing four-part female voices across multiple genres of music.
- Proficiency in conducting techniques, including experience working with instrumentalists.
- Ability to read and interpret full scores.
- Strong rehearsal planning and organizational skills.
- Experience in teaching and motivating volunteer singers with diverse musical backgrounds.
- Collaborative leadership style and excellent communication skills.
- Competence with computer software to create and edit documents for communication internally with the choir members and externally with the community.
- Candidates will have their primary residence in Tennessee within 60 minutes of Crossville.

PREFERRED QUALIFICATIONS

- Skills in vocal technique and production.
- Piano/keyboard proficiency.
- Comfortable with public speaking, fundraising, and community engagement.
- Familiarity with music software and digital tools.

COMPENSATION

This is a part-time, contracted position; compensation will be commensurate with experience and qualifications.

APPLICATION PROCEDURE

Applicants should submit a cover letter, résumé, and references (and optional links to conducting videos) to plateauwomenschorus@gmail.com by January 6, 2026. Additional information about PWC can be found at www.plateauwomenschorus.org.