**Assistant Director, Choral Activities Standard Job Description**

**Classification Title:** Assistant Director, Choral Activities

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $75,624.00

**Job Description Summary:**

The Assistant Director of Choral Activities, under the general direction of the Director of Choral Activities, is responsible for teaching students choral music within Music Activities within the scope of academic classes. The position recruits and promotes student choirs, coordinates selection and coordination of music repertoire, conducts local and out-of-town concerts, and oversees finances.

**Essential Duties and Tasks:**

**60%: Teach/Administer the Texas A&M Choirs Courses**

* Teach/Lead courses for Texas A&M Choirs Singers (MUSC 290-503) in all aspects of a collegiate program – recruitment, selection, and management of students.
* Music repertoire selection, rehearsal planning, concert planning and execution, tour planning and execution.
* Interpersonal relationships with student leader. Conduct local and out-of-town concerts and oversee finances.

**20%: Music Activities Administration**

* Participate in the leadership and execution of a successful Music Activities Department.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Five years related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to lead in a choir in all aspects of a collegiate program, including recruitment, selection, maintenance, music repertoire, rehearsal technique, concert planning and execution, tour planning and execution.
* Oral and written communication skills and the ability to multitask in a fast-paced environment.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone
* Copy Machine

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Ability to travel on a tour bus, work night and weekend concerts in town, nationally, and internationally.
* Ability to work nights and some weekends as schedule for the choirs necessitate.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**