



*Established 1876*

NICHOLAS WHITE, *Music Director*

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## MUSIC DIRECTOR SEARCH

### MUSIC DIRECTOR PROFILE AND JOB DESCRIPTION

The Boston Cecilia, founded in 1876, is one of Boston's historic choral organizations. Current Music Director, Nicholas White, will be leaving due to expanding academic responsibilities at St. Paul's School and to increasing commitments as a composer. We are searching for a Music Director who will honor the organization's tradition of artistic excellence. We seek an outstanding musician whose responsibilities are as follows:

#### **Artistic Leadership**

- Provides a strong artistic vision to The Boston Cecilia for current and future seasons
- Provides leadership and direction to the chorus, instrumentalists, and vocal soloists
- Assumes an active role in the Greater Boston musical community
- Selects season repertoire
- Selects all soloists and instrumentalists
- Prepares program notes for each concert
- Supervises production of all printed material
- Rehearses and prepares the chorus for each program
- Conducts the chorus, orchestra, and soloists for three programs per year
- Oversees all recording activities

#### **Board Relations**

- Attends all Board of Directors meetings and reports to Board on artistic matters
- Recommends and provides cost estimates on season repertoire and selection of concert venues for Board approval
- Meets regularly with President and Executive Committee (of which Music Director is a member)

#### **Public Relations**

- Serves as the official spokesperson for the organization
- Participates in creating initiatives for audience development
- Participates in community activities promoting The Boston Cecilia
- Takes a leadership role in donor cultivation
- Collaborates with staff, President, and Board Chair on marketing campaigns and publicity

## **Financial Management**

- Prepares detailed cost estimates for each concert
- Follows approved annual budget for programs
- Collaborates on the preparation of grant applications
- Negotiates soloist fees
- Plays key role in fundraising activities

**Compensation:** The Music Director position encompasses a 10-month rehearsal and concert season, as well as summer planning and administrative responsibilities. Annual salary range will be \$25,000-30,000 commensurate with experience.

Preference will be given to candidates based in the greater Boston area or planning to relocate to Boston.

## **SUBMISSION DETAILS AND TIMELINE**

### **Stage 1. Preliminary Review**

Applicants will submit a cover letter, curriculum vitae, and program from an actual concert. Applications will be accepted until March 15, 2017. Following the review of these documents, the Search Committee will determine shortlist applicants and request supplemental materials for review.

### **Stage 2. Interview and Rehearsal**

Shortlisted candidates will be asked to provide:

- Recordings of rehearsals or performances
- References and/or letters of recommendation

Following a screening of these items, we will invite several candidates for telephone interviews with members of the Search Committee. We will ask up to six of these candidates to travel to Boston (at their expense) to rehearse any movements of their choice from the Brahms Requiem with the chorus during a Monday evening rehearsal in May or June 2017. Following this process, we will select three semi-finalists.

### **Stage 3. Program Proposal and Concert Preparation**

In the Spring of 2017, the Board of Directors will assign each semi-finalist a concert cycle for the 2017-18 season (fall, Christmas, or spring), attempting to accommodate candidates' preferences to the extent possible. Each semi-finalist will propose a full-length program to the Board of Directors for his or her cycle, and will work with the Board to propose and prepare a concert budget, select vocal soloists and instrumentalists as needed, and begin promotion of the concert. Planning for these concerts will require typical work with the Board as noted above.

The 2017-18 season will be highly promoted as The Boston Cecilia's transition season. Each semi-finalist will lead his or her assigned concert cycle completely from rehearsals to performance with chorus, instrumentalists, and soloists. Candidates will take part in additional concert promotion and program book preparation as described in the "Artistic Management" section above. The three concerts led by the semi-finalists will comprise the entirety of The Boston Cecilia's 2017-18 season.

Each semi-finalist will receive a stipend during Stage 3, to be determined, with payments for the pre-season concert preparation, rehearsals, and the concert itself.

We will offer the Music Director position to one of the three finalists as quickly as possible following the final concert of the 2017-18 season.

**Start date for employment:** Spring 2018

## **INITIAL APPLICATION NOTES**

Please submit the following for Stage 1 applications:

1. Cover letter including your vision for the future of The Boston Cecilia
2. Curriculum vitae
3. Program for a concert that you have conducted along with program notes which you have prepared
4. Any upcoming time commitments that may conflict with the timeline proposed above

Please do not submit CDs or DVDs of past performances with the initial application; these may be requested at a later date. Application materials should be submitted in .pdf format to [search@bostoncecilia.org](mailto:search@bostoncecilia.org). If e-mail submissions are not possible, we will also accept paper submissions mailed to:

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1773 Beacon Street  
Brookline, MA 02445

**Attention:** Music Director Search