

**Harvard-Westlake School
Los Angeles, California**

Position: Director of Upper School Choirs (grades 10-12)

Qualifications:

- Master's degree in music or choral conducting
- A minimum of three years of teaching experience with a high school or college choral program.
- Performance experience as a choral conductor and vocalist.
- Affiliation and involvement in professional organizations related to the study of choral music, vocal pedagogy, classroom teaching and conducting.

Job Description:

- Teach, articulate and manage all aspects of the upper school curricular choral program which consists of four performing choirs: Chamber Singers, Jazz Singers, Bel Canto, and Wolverine Chorus.
- Teach Sight Singing and Voice classes; provide supplemental tutoring opportunities in conducting, composition, and choral arranging. Prepare and rehearse students to audition for university placement, scholarships, vocal competitions and other solo opportunities.
- Coordinate and organize all facets of concerts, including but not limited to: music selection, rehearsals, instrumental accompaniment, programs, publicity, and post-concert recordings. Annual performances are in December and May; the alternate year performance in March is a Major Works Concert (combined with Upper School Orchestra) or Choral Festival Concert.
- Plan, supervise and coordinate all facets of music festivals, national and international tours, HW community performances, and civic performances within the Los Angeles Community.
- Oversee and manage all budgetary expenditures; organize and maintain choral music and recordings libraries as well as choral program archival materials.
- Work within the Performing Arts Department to cultivate a collegial and productive artistic collaboration which centers on the needs of the student. Work closely with the middle school choral director in all aspects of choral curriculum and matriculation to the upper school.

Email resume to jobs@hw.com.