



Corporate Choir Producer Position Description

Title:	Corporate Choir Producer
Employment Conditions:	Fixed term, part time position with variable hours each week
Remuneration:	\$7,000 + 11% Superannuation
Contract Term:	1 st October 2023 to 30 th July 2024
Location:	Autonomous working conditions

Organizational Relationships

Reports to: Festival Director

Key relationships: Choral Producer, Partnerships & Marketing Manager, Executive Producer, Corporate Choir participants. Secondary: Festival team, suppliers, contractors, audiences.

Festival of Voices – About us

The Festival of Voices mission is to celebrate community and encourage people to sing. This was the premise behind the first Festival of Voices in 2005. It remains the same today.

Festival of Voices is Tasmania's original marquee winter event. It has become known as Australia's premiere celebration of the voice, and one of the most important choral festivals in our region, combining contemporary and participatory programming, and singing workshops. In a 'normal' year the festival attracts an audience of around 30,000 people.

The reach and reputation of Festival of Voices has grown far and wide. The 'Godfather of modern a cappella' Deke Sharon (USA), describes Festival of Voices as 'pretty much the perfect vocal festival...and wishes that such a festival existed in every city and town every year.'

Prolific Australian songwriter, composer and multi-instrumentalists, Paul Jarman, describes Festival of Voices as 'mighty' and 'one of the great voice festivals in the world'.

Renowned German-based composer and conductor Gordon Hamilton, regards festival of Voices as 'a national treasure'.

Festival of Voices is a not-for-profit incorporated association managed by an experienced creative team of 7.5 (FTE equivalent) people. Corporate governance is provided by a highly skilled volunteer board. Approximately half of the annual turnover is generated through self-funding activities (ticket sales, participant registration, workshops, F&B sales, sponsorships & donations). The remaining half is funded primarily by the State through Events Tasmania.

FESTIVAL^{OF} VOICES

Role Description

You are an enthusiastic and dedicated choir producer who is the main point of contact for our Corporate Choirs. The Corporate Choir Producer's responsibilities include coordinating all correspondence with choirs, vocal coach, festival team and contractors. You will be involved in choosing repertoire, editing this to suit varying abilities as needed. You will coordinate and schedule all rehearsals, manage the budget and produce the final performance.

The Corporate Choir Producer works closely with the Choral Curator and Artistic Director to ensure a high standard of artistic and experiential integrity is maintained to benefit both participants and audiences.

First and foremost, you are passionate about choral singing. You understand the benefits and joy derived from group singing and you are an advocate for the advancement of choral singing in our schools and general communities. You need to be an excellent planner and organiser with a high level of detail and ability to multi-task. You need to have a thorough understanding of the nuances and special requirements of choral production. You will have had solid experience as a choir leader or conductor. You need to have the interpersonal skills to manage and enthuse a team.

Key responsibilities:

- To produce and manage the budget for the Corporate Choir Challenge
- To coordinate all correspondence to and from choirs and Festival of Voices staff involved
- To choose in discussion with Vocal Coaches the repertoire to be performed and coordinate the selection and purchase of that repertoire for the choirs involved.
- To organise the recording of backing tracks for all songs
- To organise a workshop for all choirs before rehearsals begin
- To coordinate the editing of the chosen repertoire to suit the abilities and make up of participating choirs
- To coordinate, schedule and assist with, if needed, the choir rehearsals with the Vocal coaches
- To advise on rehearsals and rehearsal processes and content as choirs begin the process
- To maintain the portal on the FOV website
- To coordinate all rehearsals/sound checks at performance venue and at the weekend rehearsal venue
- To update the voting app for the Audience Favourite Award.
- To write the script notes for the MC
- To organise, in collaboration with the Marketing Manager, trophy, prizes and prize donors, certificates
- To organise and stage manage the program of the final concert.
- To organise Adjudicators and MC for the concert.
- Work collaboratively and respectfully with all members of festival team, aligning with team values to always ensure open and clear communication
- Can adapt and remain agile in high pressure environment during festival period
- Attend and contribute to all festival meetings as required before and after the festival.
- Maintain duties with due consideration of festival confidentiality
- Undertake other tasks and responsibilities and contribute as a team player as reasonably required.



WHS, Equal Opportunity, Discrimination and Harassment

The Festival of Voices team is committed to high standards of performance in relation to Workplace Health and Safety and the provision of Equal Employment Opportunity. All employees and contractors are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal and professional development and training and the elimination of workplace harassment and discrimination.

The festival proudly holds current Rainbow Tasmania Accreditation and does not tolerate any form of harassment or discrimination. All staff members are required to comply with company policies and procedures and continue the positive, inclusive working culture that has been achieved.

Employment Conditions

Subject to employee contract

APPLICATIONS

Please email applications to the attention Nadine Rowell, Executive Producer at nadine@festivalofvoices.com with 'Corporate Choir Producer + *your name*' in the subject line.

Please include:

- A cover letter that includes detail around why you're the right fit for the position
- Your resume
- Two professional reference contacts – name, position, email and mobile contact details to be included

Closing date for applications is 30th September 2023.