

Chair, Music Selection Committee

Summary of Job Responsibilities:

The chair manages the selection of a repertoire of music to be performed by WCS each semester. She organizes materials for committee discussions, including the current music holdings of the WCS (in conjunction with the chair of the Music Library Committee), suggestions from the conductor, and suggestions from WCS members. The chair of the Music Library Committee is a permanent member of the committee.

Duties/Tasks:

- Convene meetings of the Music Selection Committee and direct the committee in identifying music that is challenging but not an overreach, that has appropriate diversity, that is available in the desired arrangement, and that accommodates the conductor's music choices, while managing the budget and timeline; submit recommendations to the WCS conductor.
- Ensure there is a balance between the use of music in the WCS music library and new purchases to keep the music current and interesting to members and their audience.
- Prepare supplementary material, such as YouTube videos, to aid in the selection process.
- Obtain copyright permission for music that is out of print, so that additional copies may be prepared; provide written permission to the chair of the Music Library Committee; forward invoice as necessary to the treasurer.
- Order music, coordinate with music distributor staff; ensure that the music is received in time for the Music Library Committee to prepare the music packets before each term begins.
- Work with the WCS treasurer to prepare an annual music purchase budget for consideration by the board of directors at its June board meeting.

Helpful Skills:

The chair must read music and be able to assess the skill level needed to sing it. She must be sufficiently comfortable with computer technology to research and order music online, share documents, and investigate copyright issues. She must be able to set and meet deadlines and exercise excellent communication skills.

Time Commitment:

The time required to do this job is concentrated during two, six-to-eight week periods that begin 3½ months before the first rehearsal of each semester. For fall semester, committee discussions begin in late May, recommendations are sent to the conductor by late June, and music is ordered by mid-July. For spring semester, committee discussions begin in mid-October, recommendations are sent to the conductor in early November, and music is ordered by late November.

Appointed Position:

The president appoints this position.