



BENNETT COLLEGE

Job Posting

Title: Choir Director

Date of Posting: 09/23/16

Closing Date: Until Filled

Job Code: 16-0923BKP

Department: Visual and Performing Arts

Reports To: Department Chair, Humanities

GENERAL SUMMARY:

This is a full-time faculty position responsible for MU 161 – Choir, private voice lessons, instructing music classes, and for conducting the Bennett College Choir at public performances, including all standing College convocations and events.

ESSENTIAL JOB FUNCTIONS:

- Conduct the Bennett college choir for performances, concerts and all standing College convocations and events.
- Submit reports as required by the department and the college
- Carry out administrative functions as needed
- Advise the Bennett college choir as an organization

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong abilities in choral conducting and vocal performance
- Skills in assessing student abilities
- Ability to maintain a flexible schedule and to multi-task (scheduling, rehearsals, grading, selection of pieces).
- Ability to sensitively relate to students of various vocal levels and abilities.

- Strong interpersonal and communication skills and the ability to work within a diverse community.
- Ability to work independently.

EDUCATION AND EXPERIENCE:

- Master's degree in Music from accredited institution
- Specialization in Choral Conducting
- Successful experience conducting at the college level

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, application for employment (found at www.bennett.edu), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 16-0923BKP**

Please submit unofficial transcripts from every college and university attended. Official transcripts are required if an offer of employment is made.

Application packets will be forwarded to the hiring manager once all requested documents are received.

You can send your information one of two ways:

Mail to: Human Resources, Bennett College, 900 East Washington Street, Greensboro, NC 27401

Email to: hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.