



Just Bach Vocal Co-Director

Co-Director and Member of Leadership Team

Position Summary

The Vocal Co-Director becomes a member of the Just Bach Leadership Team to program, produce, promote, and perform monthly Bach concerts throughout the school term.

The Vocal Co-Director oversees the vocal component of the programming, lining up the necessary singers and performing in concerts. The Vocal Co-Director also oversees the monthly newsletter, sent out in advance of each concert to the Just Bach mailing list. The Vocal Co-Director prepares and submits at least one grant application per year.

The Vocal Co-Director devotes approximately 4-6 hours per month to administrative tasks, on a volunteer basis. The Vocal Co-Director performs in programs calling for her/his voice part and leads the audience in singing the final chorale, for \$100 per concert.

Duties and Responsibilities include:

Concert Programming & Production:

- In consultation with Instrumental Co-Director, plan each month's programming
- Contact and contract necessary singers
- Help locate sheet music (in coordination w/Instrumental Co-Dir) and distribute to singers
- Help schedule rehearsal date/time, including order of movements, w/musicians and videographer
- Copy translation of monthly Cantata text, from Emmanuel Music website
- Confirm final program info (repertoire, performers, texts) and send to Luther for printing
- Confirm musician roster and payment amounts with the Treasurer.
- Help research monthly repertoire, for Intro remarks at concerts
- Communicate with other team members, and attend meetings 1-2 times/semester

Concert Promotion:

- Maintain mailing and emailing lists, updating as necessary
- Draft and send out a monthly newsletter (possibly including BATC updates).
- Monitor and respond to emailed replies to the newsletter (justbachseries@gmail email)
- Notify other organizations that might be interested, ie Madison Symphony, EMA
- Monitor social media for comments and respond as appropriate
- Send to online event calendars: WPR, WORT, Isthmus

Concert Performance:

- Help research monthly repertoire, for Intro remarks at concerts
- Occasionally deliver Intro remarks
- Perform in monthly concerts, when your voice part is called for
- Perform in and lead each concert's closing chorale, and deliver closing remarks

Concert Follow-Through

- Send thank you notes to online donors and those who donate with checks

Concert Funding:

- Prepare and submit at least one grant application per year, in collaboration with the team