

ARTISTS

We acknowledge that artists are hired for Cantus on the basis of their artistic excellence. Nonetheless, ensemble members are also given a variety of leadership roles within the organization, including three elected members of the Artistic Council (Communications, Programming, and Production), the Education and Community Outreach Coordinator, the Music and Media Librarian, the Tour Manager, the Social Media and Recruitment Coordinator, and the Merchandise and Tour Engagement Coordinator.

Possible additional responsibilities for singers include; two revolving singer board members, a position on the production team as a show producer, and a producer for each piece of music we rehearse and perform.

ARTISTIC COUNCIL

Artistic Council general job description

The Artistic Council (AC) represents and fosters the collaborative work of the eight artists. Each member of the AC is responsible for holding and leading the vision and mission of Cantus. They work closely with the Cantus staff to fulfill the goals and objectives of the organization. Each member of the AC demonstrates excellent communication with ensemble, staff and outside collaborators.

As a team, the AC is responsible for the artistic health of the ensemble. This includes:

- Attending regular leadership meetings with pertinent office staff
- Meeting regularly with new singers to provide on-going feedback and guidance on rehearsal preparation, performance and other elements of the singer's job description;
- Encouraging open and respectful dialogue in rehearsals
- Discussing annual 360 reviews with the ED for follow-up, recommendations and/or establishing a Personnel Review Committee
- Addressing any personnel issues or concerns that may arise within the ensemble or between the ensemble and staff outside of the 360s and new singer check-ins
- Evaluating performance of other positions mid-year and provide feedback mid-year

As a team, the AC manages the artistic work of Cantus through:

- Setting the company calendar with office staff
 - Assigning producer and voice parts for each work in a Cantus program
 - Confirming Production Team personnel including one (1) optional volunteer ensemble member
 - Serving as a resource between the ensemble and administrative staff as needed: acting as a spokesperson for the ensemble and relaying information to and from the staff
- It is expected that planning, email communications and other work will continue on tour and, while not optimal, may fall on days off.

Artistic Council - Production

- **Desired outcome:** Create a rehearsal/work environment where artists can do their best work.

The Production role of the AC is responsible for overall artistic production needs. This includes maintenance of the Artists' calendar in conjunction with administration and the AC. Serves on Production Team, consisting of AC-Production, AC-Programming, Artistic Operations Coordinator (AOC), and one optional volunteer ensemble member.

The AC-Production position is accountable for:

- Communicating with song producers to determine rehearsal procedure
- Serving as primary point of contact with Westminster for any scheduling changes, conflicts, venues, updates, etc.
- Determining micro-schedules for all home events in conjunction with AOC; arrival time, sound check, dinner, etc.; updating the Cantus calendar with current information
- Working with OFM on home concert post-concert performance report
- Coordinating artistic coaching for concert preparation
- Working with DMD and OFM to select home concert venues that will optimally showcase a given program. Contracting and fees finalized by OFM or ED
- Working with staff and other AC members to determine the timeline and budgetary needs for each concert, including personnel and technical resources
- In coordination with AC- Programming, serving as point person for album recording projects including selection of venue, audio engineer, facilitation of group edit process and any outsourced editing/mastering (outsourced work will follow budget feasibility discussions with ED; contracted by ED)
- Communicating with a singer who needs to be absent or has a family emergency
- Scheduling rehearsal recording and their distribution in conjunction with Music & Media Librarian (MML)
- Preparing regular reports for Board of Directors (BOD)

Artistic Council - Communications

- **Desired outcome:** Elevate the Cantus brand.

The Communications role of the AC is responsible for leading Cantus collaborations with guest artists and organizations. This position also works closely with member organizations associated with Cantus: American Choral Directors Association (ACDA), Minnesota ACDA, and Chorus America. The position understands, internalizes, and upholds the public image and message of Cantus in all points of external communication.

The AC-Communications positions is accountable for:

- Working closely with Cantus administrative staff regarding the public image of Cantus, including photos, videos, audio and language
- Knowing rehearsal and performance schedules via AC-Production, programmatic content via AC-Programming and communicating said information to external parties
- Providing basic information on concerts to Cantus publicists

- Coordinating all artistic collaborations for Cantus, including being point of first contact, facilitating process and coordinating schedules. Currently, these include:
 - Guest musicians working with Cantus
 - Guest appearances with other artistic organizations
 - Local access activities with partners
 - Representing Cantus in professional artistic organizations and proactively participating in conference planning and visits
 - Working with Cantus publicists to be a media contact for artistic matters and coordinating the designation of media engagements to other qualified Cantus members
 - Working with AC-Production, OFM and ED on all elements of artist recruitment, particularly the communication and tasks involved in the auditioning and hiring of new singers
 - Replying to emails and notes that require a personal response from a Cantus member
 - Overseeing and checking in with Education Outreach Coordinator.
 - Preparing regular reports for BOD

Artistic Council - Programming

- **Desired outcome:** Challenge artists to make their best art.

The Programming role of the AC is responsible for facilitating programming discussions and keeping programming documents online and current. They are also the lead on commissioning projects for Cantus. Serves as member of all production teams.

The AC-Programming position is accountable for:

- Regularly researching new repertoire and delegating the research when necessary and helpful
- Articulating the vision of a program through a few key bullet points or sentences
- Timely delivering programming for home concerts, recordings, collaborations and other live events
- Meeting the progressive deadlines for delivery of each season's tour programs to AAM, as outlined in the programming timeline on Cantus Central
- All commissions. This includes but is not limited to monitoring commissioning deadlines; repertoire discussion; selecting, contacting, and communicating with composers; and tracking progress (contracting done in collaboration with ED)
- Regular communication with AAM or other national agents about programming
- Overseeing MML
- Preparing presentations for BOD on the artistic vision of each home concert and full-length recording (presentation given by a singer board representative).
- Preparing regular reports for BOD

EDUCATION AND COMMUNITY OUTREACH COORDINATOR

- **Desired outcome:** Communicate proactively with educational institutions and artists to create positive and sustainable outcomes.

The Education and Community Outreach Coordinator is the lead of Cantus's commitment to our High School Residency Program. They lead the charge in all of our educational outreach opportunities and facilitate and delegate duties and objectives in achieving positive and formative experiences with students of all ages.

The EOC is accountable for:

- The Education Outreach Coordinator submits a monthly report of current outreach activities to the Board of Directors.
- Responsible for planning, facilitating, and running the Cantus HSR Program in coordination with Director of Operations
- Update HSR Application and print for distribution
- Review HSR Applications and materials with AC Programming and recommend participants each season.
- Meet with current year directors to confirm all calendar items and mass choir repertoire to order, answer any last questions before school year begins. Also be a resource for the directors for questions/concerns
- Organize and assign all details of artist visits to schools
- Facilitate educational outreach opportunities on tour in conjunction with AC-Comm, Tour Manager, & Director of Operations
- Be a champion of engaging with donors and audience members at concerts and functions in the Twin Cities.

MUSIC AND MEDIA LIBRARIAN

- **Desired outcome:** Keep organized physical and electronic libraries in order that artists can be most efficient.

The M&M Librarian is responsible for maintaining the Cantus printed music library and for distributing, collecting and filing music for the ensemble. They are also responsible for tracking and ensuring the preservation of all Cantus recorded media. This position is supervised by AC-Programming.

The M&M Librarian is accountable for:

Music Library

- Ordering all music with direction from AC: Programming
- Delivering music for upcoming programs to the ensemble in a timely fashion
- Collecting and filing music after a concert production is completed
- Maintaining and updating the Music Library Google Spreadsheet
- Managing the intake of new scores to the Cantus library; labeling, filing, etc.
- Developing new systems of filing and organizing Cantus' musical literature and programming resources when needed.
- Answering email questions pertaining to Cantus scores

Recorded Media:

- Managing the intake of live Cantus recordings (both audio and video) from various sources – home concerts, tour recordings, MPR, re-record sessions, etc.
- Initiating the audio approval process in a timely manner, recording the results in database, and communicating the approved tracks to third parties as needed

- With OFM, keeping an up-to-date log and/or database of approved tracks for later distribution and/or grant submissions
- Distributing practice tracks to ensemble
- With OFM, heading Cantus Media Initiative
- Compiling texts/composers/poets for home and touring programs to submit to OFM

TOUR MANAGER

- **Desired outcome:** Create and maintains a healthy tour environment.

The Cantus Tour Manager is directly responsible for advancing, planning, and executing tours. The Tour Manager serves as the public face and representative of Cantus with presenters and venue staff and must be mindful of this responsibility at all times. Additional responsibilities include booking all travel arrangements and working with the Cantus Education Outreach Coordinator when outreach is part of an engagement. The Tour Manager will also coordinate with the Artistic Council and any publicists working on behalf of Cantus to arrange publicity activity around a concert performance. The Tour Manager is responsible for ensuring that the tour remains on schedule and that artists are supported throughout for a healthy and successful tour.

The Tour Manager is accountable for:

- Working with Cantus administration to create a travel budget and managing tour finances within it
- Advancing the concert with each presenter
- Booking all flights through Cantus's travel agent
- Booking all rental vans or cars
- Booking all hotels and coordinating bookings with presenters when hotels are provided
- Providing the company and management with an itinerary 72 hours before departure
- Collecting payment from presenters
- Safely transporting cash and checks from venue to venue and back to the office
- Writing and distributing a tour report for each venue
- Annually reviewing and updating the technical rider with management
- Being the public face and representative for Cantus with presenters and venue staff
- Collecting and submitting receipts for all tour related expenses
- Coordinating timing of major purchases (airfare) with OFM to verify availability of credit and cash flow

MERCHANDISE & TOUR ENGAGEMENT COORDINATOR

Desired outcome: Capture more contact information from concert goers, build regional network of Cantus fans through online database, and increase on the road concert attendance.

The Cantus Merchandise and Tour Engagement Coordinator is responsible for the sale of albums both at home and on the road. They serve as the face of the organization behind the sales table. They also engage local communities that may not be aware of Cantus's performances on tour eg. churches, choirs, schools, interest groups, adult education, etc.

The Merchandise and Tour Engagement Coordinator is accountable for:

- Responsible for transporting merchandise on tour and at home

- Ensuring the Cantus iPad is updated, maintained, and charged before each performance
- Selling Cantus merchandise at intermission and after the show
- Coordinating merchandise sales at each venue including the setup of the table before and after concerts
- Settling with each venue for hall cuts on merchandise in coordination with the Tour Manager
- Responsibly reconciling cash/check/credit card transactions at the end of each selling period
- Verifying SoundScan paperwork with venue representative
- Managing concert mailing list and guest book
- Creating/organizing/updating an online database that is easily accessible to the MDD and OFM
- Compiling data on album sales and providing that to administration and tour manager for their sales report
- Actively soliciting information from concert guests to add to mailing list/guestbook
- Encouraging/reminding other artists to actively build network.
- Sending targeted regional emails in advance of tour dates to increase concert attendance from community members

SOCIAL MEDIA & RECRUITMENT COORDINATOR

- **Desired outcome:** Increase Cantus's online presence and impact, help Marketing/Development achieve fundraising/concert goals, and increase and diversify Cantus's audition pool,

The Social Media and Recruitment Coordinator is in charge of managing and creating content to engage Cantus's online audience.

The Social Media and Recruitment Coordinator is accountable for:

- Working primarily w/ MDD, but also companywide, on social media posts and presence
- Coordinating posts on Facebook, Twitter, Instagram, Soundcloud, and others w/ MMD
- Responding to comments, messages, and other inquiries on social media
- Updating the CMI Dashboard at the beginning of each month
- Researching new and upcoming social media usage and presence
- Using social media to create buzz for touring concerts and events
- Recruiting, including but not limited to auditions work, audition day coordination, new singer orientation, etc.
- Coordinating diversity efforts
- Researching new locations for on tour auditions
- Researching and encouraging potential new candidates
- Suggesting tracks for monthly downloads