

Application deadline: January 15, 2009

The girls and young women of the Princeton Girlchoir embrace the opportunity to develop their musical, interpersonal, and performing skills, thus setting the stage for a lifelong passion for singing.

What Founder and Artistic Director Jan Westrick started in 1989 as an after-school activity for a small number of girls interested in choral music has grown into the area's premier training and performance choir for over 200 girls ages 8 to 18. Princeton Girlchoir's alumnae number almost 400 young women, many who continue to sing in their schools, churches, communities, and on stages around the world.

Princeton Girlchoir exposes girls to a variety of musical genres, conductors, and composers.

While honing their musicianship skills, they are able to befriend new girls who sing, enjoy professional performance opportunities, and travel the world.

MISSION

The mission of the Princeton Girlchoir is to provide excellence in choral education and performance opportunities, while inspiring confidence, character, and a lifelong love of making music together.

Princeton Girlchoir includes five auditioned choirs beginning with the youngest preparatory choirs, the Grace Notes and the Semi-Tones. The Concert Choir, its select Ensemble,

and the Cantores, are for older, more advanced singers. Choristers from towns throughout Central New Jersey and Eastern Pennsylvania come together each week from September through May to study and perform choral music of the highest caliber, covering all genres and periods.



THE PRINCETON GIRLCHOIR AT A GLANCE: 2008-09

Founded: 1989
Size: 210 girls from over 40 different schools
Sources of income: Tuition 60%,
concerts 13%, fundraising 27%
Organization: Non-profit, 501(c)(3)

CHOIRS & ARTISTIC STAFF

Training Choirs, grades 3-7

- **Grace Notes** – Melissa Malvar-Keylock, Director & Jo-Ann Rubay Sciarrotta, Accompanist; 45 members, 1 hour weekly rehearsal, tuition \$670
- **Semi-Tones** – Melissa Malvar-Keylock, Director & Jo-Ann Rubay Sciarrotta, Accompanist; 65 members, 1½ hour weekly rehearsal, tuition \$700

Performance Choirs, grades 7-12

- **Concert Choir**, grades 7-9 – Jan Westrick, Director & Elizabeth Hartnett, Accompanist; 71 members, 2¼ hr weekly rehearsal, tuition \$865
- **PGC Ensemble (selected from Concert Choir)** – Jan Westrick, Director; 15 members, 1½ hour rehearsal 2-3 times a month; tuition \$100
- **Cantores**, grades 10-12 – Raegan Ruiz, Director & Elizabeth Hartnett, Accompanist; 29 members, 2 hour weekly rehearsal, tuition \$840

ADMINISTRATION

- Janet Perkins, Executive Director & Judy Padgett, Administrative Assistant
- Board of Directors (16 members) – Vicki Krampf, President; Dianne Melodia, Vice President; Nancy Papier, Secretary; Neera Kuckreja, Treasurer



PGC Concert Choir performs in the Independence Day Celebration at the US Ambassador's residence in Prague, 2005

2008-2009 SEASON HIGHLIGHTS

11/16/08 Children Making a Difference – Grace Notes & Semi-Tones perform with The American Boychoir Resident Choir at Trinity Episcopal Cathedral, Trenton

12/2/08 (GN/ST) & 12/3/08 (CC/CA) Holiday Performances at Barnes & Noble, MarketFair, Princeton

12/10/08 Holiday Luncheon – PGC Ensemble performs at The Present Day Club, Princeton

12/14/08 Ceremony of Carols and Holiday Favorites – Concert Choir & Cantores winter concert at Richardson Auditorium, Princeton University

1/24/09 Joint Concert – Cantores performs with visiting Maryland State Boychoir

2/1/09 Winter Concert – Grace Notes & Semi-Tones at Richardson Auditorium, Princeton University

2/7/09 Absolutely A Cappella! Benefit Concert at Princeton Regional Schools Performing Arts Center

5/24/09 Spirit of Princeton's Annual Memorial Day Parade

5/30/09 20th Anniversary Season Gala Concert in the Patriots Theater at the War Memorial, Trenton

6/29 to 7/7/09 Festival Internacional de Coro de Niños en México – Concert Choir goes on tour, with performances:

7/3/09 Teatro Juárez, Guanajuato

7/4/09 The Parroquia, San Miguel de Allende

7/6/09 Mexico City

STRENGTHS & CHALLENGES

STRENGTHS

The next Artistic Director of the Princeton Girlchoir (PGC) will join a vibrant and dynamic organization, having evolved since 1989 from one small choir of middle school aged girls to five extraordinary children's choirs totaling 210 talented choristers in grades 3 through 12. We enjoy solid financial stability with annual operating surpluses and a very healthy reserve.

Our administrative staff has grown to include a full-time paid Executive Director and a part-time paid office assistant located in a central office in downtown Princeton. The Board of Directors is actively engaged and approved a 2006-2010 Five-Year Strategic Plan in 2006, completed a follow-up Organizational Branding Review in 2007, and introduced a new logo and refreshed website graphics in 2008. An energetic corps of parent volunteers organizes social events for choristers and families, plans fundraising events, and assists with publicity, concerts, tours, visiting choirs, and special events.

CHALLENGES

While we see opportunities galore, challenges in several areas will require analysis and collaborative planning between the next Artistic Director, the Executive Director, and the Board of Directors.

The Program

The Five-Year Strategic Plan includes an extensive wish list of possible new program initiatives, of which the following have already been implemented:

- *Improved basic music instruction* – A series of sight singing clinics for Concert Choir members on an as-needed basis was added in 2006-07.
- *Evaluations* – Mid-year chorister evaluations in all choirs were added in 2006-07, providing useful information for both PGC staff and PGC families.
- *Community outreach* – One community performance was added to each individual choir's season starting in 2007-08, allowing our choristers to share their music in a variety of non-traditional settings.
- *Collaboration* – We have continued and even increased PGC's rich history of collaborating with noted composers, conductors, and musical organizations. Examples from 2006-09 include

offering a joint concert with the Pennsylvania Girlchoir; participating in a Stephen Hatfield clinic with the Bel Canto Children's Choir in Pennsylvania; bringing in Bob Chilcott for a weekend workshop and opening the sessions to local choral professionals; bringing in Malcom Dalglish to coach and perform in concert with PGC; hosting the Florida Singing Sons, the Singakademie Dresden from Germany, and the Maryland State Boychoir; performing with The American Boychoir Resident Choir; and commissioning a choral work by Paul Caldwell, which he will conduct for our 20th Anniversary Gala Concert in May 2009.

The Choirs

A major strategic issue that awaits a new Artistic Director is that of evaluating and reorganizing the choirs to achieve the goals of reducing the size of each training choir while meeting the needs of a wider range of singers, adding more music instruction, and evolving to a skill-based promotion model rather than one based on age. The new Artistic Director will take the lead in formulating an organizational vision, then work with the Executive Director and the Board of Directors to implement that vision.

Facilities

As part of the Five-Year Strategic Plan, the Board evaluated our reliance on rental space for rehearsals, performances, and administrative and storage space. After a 2007-08 task force thoroughly investigated purchasing space or renting larger offices, the Board chose not to make any facilities changes at that time, choosing instead to invest in our people and programs. As our existing office space continues to present challenges, the new Artistic Director will be involved in the next administrative facilities review.

Finances

The 2006-2010 Five-Year Strategic Plan focuses our efforts on several areas we consider important to strengthen as we grow: programming, financial aid, tour funding, storage, office space, and equipment. The new Artistic Director will lead the organization in establishing an artistic and organizational vision, prioritizing efforts and spending for all program initiatives, then work along with the Executive Director and the Board of Directors to explore and pursue funding through gifts and grants.

THE POSITION: ARTISTIC DIRECTOR

The Princeton Girlchoir seeks a highly skilled, energetic, nurturing, and inspirational choral conductor with a proven ability to provide artistic and organizational leadership.

DUTIES

Artistic Director – The Artistic Director of the Princeton Girlchoir is the musical heart of the organization and makes the ultimate decisions on artistic issues. In consultation with the Executive Director and the Board of Directors, the Artistic Director sets the overall vision for the program, both artistic and organizational. Duties include:

- Conducting the Concert Choir and the PGC Ensemble (details below)
- Choosing and leading the annual Concert Choir Summer Tour in partnership with the Executive Director
- Overseeing the directors, accompanists, music program, repertoire, and concert planning of all choirs
- Engaging in chorister recruitment, auditions, evaluations, and promotion
- Pursuing outreach and collaboration efforts
- Representing PGC in community and professional events
- Participating in fundraising and donor cultivation as requested by the Board of Directors

Conductor of the Concert Choir – The Concert Choir currently consists of 71 members and rehearses once a week for 2¼ hours, holds one Saturday Sing-In (4-6 hours) and one or two sectionals (3 hours each) each semester, and adds rehearsals or sight-singing training as needed. The Concert Choir conductor is also responsible for carrying out mid-year written evaluations of each chorister and for conducting the PGC Ensemble, which currently consists of 15 auditioned members from the Concert Choir and rehearses 2-3 times a month for 1½ hours.

POSITION REQUIREMENTS

- Bachelor's degree in music with a preference for a master's degree
- Experience in developing and sustaining choral ensembles
- Advanced conducting skills and choral rehearsal techniques
- A nurturing spirit with a passion for developing girls' voices
- Excellent organizational and supervisory skills

COMPENSATION & BENEFITS

This is a non-benefit, part-time (approximately 20-25 hours per week), 12-month contract position, the terms of which are open for negotiation. The salary is competitive and commensurate with experience.

ANTICIPATED SEARCH CALENDAR

Application deadline:	January 15, 2009
Semifinalist selection:	January 28, 2009
Semifinalist interviews:	February 6-7, 2009
Finalist visits:	Feb. 23, March 2, & March 9, 2009
Appointment:	April 2009
Start date:	Summer 2009

APPLICATION REQUIREMENTS & PROCESS

Applications must be received in the Princeton Girlchoir office no later than **Thursday, January 15, 2009**, and should include the following items:

- Letter explaining why you are interested in and qualified for this position
- Current résumé
- DVD or videotape of conducting experience and/or CD of choral work and/or an URL to high quality video of related experience
- List of three references with telephone and email contact information and explanation of relationship
- Optional – Brief statement of your music, choral and/or music education philosophy and/or other supporting material that would be useful to the Search Committee

This information should be sent to:

Janet Perkins, Executive Director
The Princeton Girlchoir
P.O. Box 145
Princeton, NJ 08542

or: info@princetongirlchoir.org

After an initial review of applicants, the Search Committee will select semifinalists, who will be interviewed in person or by conference call over the weekend of **February 6-7, 2009**. Finalists will be invited to Princeton for a more in-depth interview, including conducting a Concert Choir rehearsal and working with a range of other choristers.

Please direct questions to Executive Director Janet Perkins at 609.688.1888 or by email to info@princetongirlchoir.org.