

Position Description

African American Choral Ensemble Vocal Coach, Graduate Associate Instructor, African American Arts Institute (AAAI) BL-OASD

Primary Role:

The African American Choral Ensemble (AACE) is a performance course (A110 and A339) offered through the Department of African American and African Diaspora Studies (AAADS) and managed by the African American Arts Institute (AAAI). The Choral Ensemble studies and performs a broad range of works by and about African Americans, including spirituals, folk songs, traditional and contemporary gospel music, and formally composed works. Reporting to the Choral Ensemble director, the Vocal Coach assists the ensemble director with instruction and preparation of music and other materials for instruction, performs and leads students in performances, and fulfills other duties related to the Choral Ensemble's function in meeting the academic requirement of AAADS, and the AAAI's mission.

Academic Year: 2022–2023, 10-month academic appointment

Weekly hours: 20 hours per week, 50% of Full-Time Equivalent

The ensemble class meets on Mondays and Wednesdays, 2:30 to 4:00pm. A schedule of auditions, performances, and rehearsals held outside of class time, and other required events is posted at the beginning of each semester. The Vocal Coach is required to attend all auditions, class sessions, rehearsals, performances, meetings and other required events, some of which are scheduled in evenings and on weekends, within and outside of Bloomington. At the ensemble director's discretion, the Vocal Coach must hold regular office hours, and work flexible hours on music arrangements and other performance and course related materials.

Compensation: \$18,000 stipend disbursed in 10 monthly payments, a 30-credit hour fee remission with a maximum of 12 credit hours per semester and 6 credit hours during the summer, and health insurance coverage from August 1, 2022 through July 31, 2023.

Essential Duties/Responsibilities:

- Assist the ensemble director with recruitment of vocalists
- Assist with auditions, vocal evaluations
- Assist the ensemble director with transcribing, arranging, staging, and development of material for instruction and performances
- Assist in the planning, preparation and teaching for the AACE Choir retreat and other training events
- Lead sectional rehearsals and provide private vocal coaching for AACE members as needed
- Plan and lead vocal warm-ups, sight-reading exercises for classes and performances
- Lead rehearsals in the absence of the ensemble director
- Conduct the ensemble for special performances at which the ensemble director is unavailable
- Perform as a vocalist or accompanists as deemed necessary by the ensemble director
- Assist with communication, scheduling, and record keeping related to the AAAI's school outreach initiative
- Assist with planning and programming the Extensions of the Tradition concert.
- Assist with the organization and cataloging of music in the AAAI's archives
- Fulfill other tasks as deemed necessary by the executive director or ensemble director

Qualifications:

Must qualify for Federal Graduate Work-Study funding, as determined by the Bloomington Office of Student Financial Assistance (BOSFA). Must fill out a FAFSA form for BOSFA to determine if the student qualifies for Work-Study funding.

Minimum Education:

Must be enrolled and in good standing as a fulltime student in a graduate degree program at IU-Bloomington

Minimum Experience:

- Two years of experience playing keyboard in a rhythm sections whose repertoire includes gospel or related styles
- One year teaching/directing an ensemble, or serving as the ensemble's leader

Knowledge, skills and abilities:

- Enrollment and good standing as a fulltime student in a graduate degree program at IU - Bloomington
- Formal vocal training in voice and vocal pedagogy (must be able to teach students proper vocal techniques, styles, and performance practices relevant to Black vocal genres)
- Excellent vocal performance skills in spirituals, gospel and other forms of Black vocal music
- Ability to transcribe, sing, and arrange vocal parts
- Basic piano skills, including the ability to play warm-up exercises and parts
- Demonstrated understanding and appreciation of Black performance styles
- Demonstrated excellence as a teacher
- Excellent communication and interpersonal skills
- Facility is using Microsoft Word and Excel
- Schedule that allows flexibility for attendance during all scheduled class time, rehearsals, performances, and other required activities

Expectations:

The Associate instructor must:

- Attend staff meetings, orientation and training sessions, rehearsals, and performances as assigned
- Maintain office hours as required by the director
- Be present and prompt at all job-related events and meetings
- Take responsibility for security and care of university equipment and facilities assigned for your use
- Adhere to AAI policies and procedures, policies and procedures outlined in the IU Handbook for Student Academic Appointees and other IU publications governing students, faculty and staff.

The Graduate Assistant must be a Bloomington campus student and may not concurrently hold a position as Associate Instructor, Graduate Assistant, nor Research Assistant, nor be committed to other full time work.