



In the world of music, the role of a choral director is spiritually important. As music continues to evolve, so is the need for passionate and knowledgeable choral directors to lead, inspire, and shape our musical landscape.

#### **GRCMB's Mission Statement**

GRCMB is a Royal School of Church Music chartered choir whose mission is to encourage and support the spiritual and musical education of children and to serve the worship and arts communities of West Michigan.

The Director of Music needs to direct his or her energies towards GRCMB's two-fold mission.  
Ministering to the members of the choir.  
Ministering to the people who come to hear the choir sing.

#### **GRCMB's Motto**

"In Pursuit of Excellence"

#### **The Role of GRCMB's Director of Music**

##### **Duties and responsibilities include:**

- **Oversee the Choir of Men & Boys** by leading them in well planned, enjoyable rehearsals with the goal of confident, engaging performances. This will be achieved by:
  - Teaching choir members how to sing in a healthy, correct manner. The Director must understand and be able to communicate vocal technique and vocal production.
  - Selecting music which will excite and challenge the choir, while at the same time having a level of difficulty which still affords successful, confident execution by both young and old.
  - Providing at home SATB audio study guides for as much of the music as possible.
  - As a Royal School of Church Music Choir, the music must be drawn from the sacred music tradition of the great Cathedrals in England.
  - Maintain GRCMB's unique concert programming by having an overall theme which integrates poetry, scripture and art to enhance the choral selections being sung.
  - Create the GRCMB concert program and provide the final proofed copy to the printer. Currently the choir uses the Grand Rapids Community College printing services.
  - The choir rehearses Tuesday evenings from 6:30 to 8:30 with the full choir, and with just the boys (including the Preparatory Choristers) on Friday afternoons from 4:30 to 6:00.

## **Recruitment of Singers**

- Due to changing voices in a boy choir, a chorister's time in the choir is relatively short (3 to 5 years). Therefore, GRCMB's Director must be committed to ongoing year-round recruitment. GRCMB traditionally has maintained a minimum of 18 performing choristers and on occasion has had as many as 34. Energy must also be given to the Preparatory young chorister-in-training program. Having 4 to 5 Preparatory choristers secures the continuing strength of the performing chorister ranks.
- Currently, the six-week summer camp program (six Tuesdays in July and August) is the backbone of GRCMB's chorister recruitment. The D.M. needs to run a summer camp program.
- In addition to the boys, the D.M. must also recruit and maintain a solid, supportive back row of gentlemen.
- Additionally, GRCMB has always encouraged fathers and sometimes grandfathers of the current choristers who have some previous experience singing in choirs to participate with their sons.
- The D.M. must be comfortable and competent in auditioning singers both young and old for musicality and vocal tone to avoid bringing in singers who will alter the GRCMB sound. The sound of a Cathedral Men & Boys' Choir is unique from other choirs. Blend is everything.

## **Royal School of Church Music in Chorister Training (RSCMA.org)**

- GRCMB follows an adapted version of the RSCM chorister training scheme.
- The boys work independently through 7 levels of music theory earning medals from the RSCM
- The D.M. must be able to teach and guide the boys through the RSCM music theory scheme.
- The D.M. shall maintain the choir's membership in the Royal School of Church Music in America.

## **Communication**

- The D.M. must communicate effectively with Choir Members, Parents, Board Members, and the Community.

## **Budget: Inspire the Choir's Fund Raising as well as Plan and Execute the Choir's Expenditures**

The D.M. guides the ongoing annual expenditures of the choir working in conjunction with GRCMB's Board. Report the choir's finances to the GRCMB Board meeting every couple of months.

- Each fall, the D.M. shall write the choir's single annual fundraising appeal letter. The other four opportunities for giving come as offertory collections at the 9 concert appearances.
- The choir consistently maintains reserve savings with enough funds to cover a full year's expenses with the current year's income receipts being saved to the following year's season.

## GRCMB Director Candidate Qualifications

- Bachelor degree or higher in Music, Choral Conducting or relevant field.
- Proven experience as a Choral Director. YouTube links of the candidate conducting appreciated.
- Strong musical background and deep understanding of choral music.
- A strong background in singing and an understanding of the vocal mechanism are crucial, as he or she will work with a range of voice types across different age groups.
- Outstanding organizational and leadership abilities.
- Excellent communication and interpersonal skills.
- Experience working with children.
- Be passionate about music with the personality to inspire singers to perform at their best.
- Be patient, attentive, and able to bring out the best in each choir member, regardless of their skill level.
- As GRCMB's D.M. will be working with minor children, passing a State of Michigan Police Background Check will be required upon final candidate's offering and accepting the position.

## GRCMB Annual Concert Cycle Calendar:

- **Fall Evensong:** Last week of October – Two Performances
- **Christmas Lessons & Carols** – Mid December - Three Performances
- **Lenten Easter Meditations** – Late March – Two Performances
- **Spring Themed Sacred Concert** – Mid to Late May – Two Performances

## Additional Information

- **Work Environment:** This position primarily takes place in a rehearsal and performance environment. Currently the choir's practice space is in the Albert P. Smith Music Center of Grand Rapids Community College. The choir's performance venue is the Basilica of St. Adalbert.
- **Office:** GRCMB does not have a physical office space, therefore the D.M. will need to create his or her own office working space.
- **Reporting Structure:** The D.M. serves on the board and reports to the Board of Directors. Currently the GRCMB Board operates as an Advisory Board and not as an active "Hands-On" Board. While this creates artistic freedom for the D.M. (while still fulfilling the GRCMB mission), it simultaneously places more responsibility on the D.M. for all of the tasks involved in running the choir.
- **Music and Vestment Storage:** The choir currently stores its choir library and choir risers at Mayflower Congregational Church. The choir vestments, blazers, shirts, ties, shoes as well as our 40 music stands are at Grand Rapids Community College. This is possible due to the current goodwill of both organizations towards GRCMB. This relationship continues on a year to year agreement amongst the parties.

**Employment Type:** Part Time without benefits.

**Salary:** Salary is based upon candidate experience and qualifications.

**Equal Opportunity Statement:** We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

**The position is due to start on July 1<sup>st</sup>, 2026. Applications will continue to be accepted until the position is filled.**

**Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to:

**Email:** [info@grcmb.org](mailto:info@grcmb.org)

**USPS Mail:**

**GRCMB Board of Directors  
The Grand Rapids Choir of Men & Boys  
PO Box 6152  
Grand Rapids, Michigan 49516-6152**

**(Providing links to online choral directing and rehearsing by the applicant will be found helpful)**