



Job Posting – Artistic Directorate

Position Title: Department Head, Voice, Ann & George Nation Conservatory School of Classical Music, Victoria Conservatory of Music

Reposted March 29 2021

Application Deadline: 4:00 pm PST, Monday April 26, 2021 or until position is filled

Submit cover letter and current CV with two references to dean@vcm.bc.ca. Due to ongoing COVID-19 measures, applications are being accepted currently only via email.

Start date: September 1, 2021, assumption of duties as of August 23 2021

This opportunity combines a Part-time salaried administrative position with benefits, and separately contracted independent teaching services, potentially offering a full-time workload as desired.

The Victoria Conservatory of Music identifies Equity, Diversity, Inclusion and Reconciliation among its Core Values and encourages applications from candidates of diverse backgrounds.

Founded in 1964, the Victoria Conservatory of Music (VCM) has earned an outstanding reputation of quality in education, performance, and music therapy. As a music school for the whole community, the VCM welcomes students of all ages and musical abilities, and offers instruction in all musical genres, going beyond the traditional classical, folk, and contemporary, and now also including Music Technology and Creativity with Sound. Each year, over 3,000 music students and over 1800 music therapy participants experience the extensive array of programs the VCM has to offer year-round.

Among the VCM's six program areas, the Ann & George Nation Conservatory School of Classical Music (CSCM) embraces the original Classical music departments of the VCM: Keyboard, Strings, Winds & Brass, and Voice, as well as offering classes and lessons in Classical Theory. The CSCM is also home to the Young Artists Collegium, Opera Studio, and Advanced Voice Workshop programs. The Voice Dept currently has 14 faculty members, and offers studio lessons, Sight-Singing, Diction and IPA, Masterclasses, the Advanced Voice Workshop, Opera Studio, and summer courses, including Oratorio, solo voice, and choral programs. Due to the COVID-19 pandemic, singing in all forms everywhere has been profoundly impacted, and the CSCM Voice Dept is no exception. Most instruction has moved to online delivery where possible, including summer programs, however, with the anticipation that the 2021-2022 academic year will see conditions greatly improve, the CSCM Voice Department is poised to grow its faculty and student enrolment in new and exciting directions.

New growth for this department, led by the successfully appointed Head of Voice, will include a broadening of program scope, to better reflect the culturally diverse local communities the VCM strives to serve, as part of its newly launched 5-year strategic plan. Leveraging one of the CSCM's most important fundamentals – rigor – will ensure that the historically consistent high quality of music education this department is known for, continues to empower its students with the self discipline needed to seek out the artist within, while developing vocal technique and musicianship, and realizing one's



true potential. In addition to establishing new introductory singing classes for all ages, the Voice Dept will offer increased support in vocal technique instruction for Popular-Contemporary genres taught through the Chwyl Family School of Contemporary Music, and the Department of Postsecondary Studies, as well as broadening the musical theatre program to include Broadway musicals, and cross-collaboration opportunities with local arts groups, including theatre, dance and visual art.

Job Summary (a more specific listing of duties and responsibilities is appended to this posting)

The Department Head for Voice, is an active, enthusiastic, and well respected teacher and performer, whose artistic, academic, and administrative leadership expertise, will develop, grow and manage the CSCM Voice Department, ensuring an outstanding environment for both teaching and learning. The incumbent's diverse performance and teaching experiences, professional collaborations in one or more areas of the arts, as well as work with community groups, including as masterclass presenter, adjudicator or vocal coach, will provide the level of inspiration, entrepreneurship, and positive energy needed to help the Voice Department expand its reach with above mentioned diverse programming for all ages and levels.

Reporting to the VCM's Chief Artistic and Academic Officer (Dean), the CSCM Department Head for Voice (DH Voice) leads and manages the department and its faculty in an artistic, academic, and administrative capacity, aligning with the artistic and academic vision of the Dean and Artistic Directorate Committee (ADC), as well as the Mission, Vision, and Goals of the VCM's Strategic Plan. The DH Voice ensures that the minimum artistic and academic expectations for teaching, as jointly set out from time to time by the Dean and ADC, are met or exceeded, and that the code of conduct for VCM faculty and staff, along with all other policies and procedures as set out by the VCM, are adhered to within the Voice Department.

Working closely with and supporting the Voice Department Faculty, through all aspects of programs housed within this department, the DH Voice ensures that the student experience remains optimal, while maintaining the department's fiscal viability through effective management of the annual budget as set out in collaboration with the Dean and CFO.

This position is weighted as 0.5 FTE, with the incumbent having the option to balance the position through a separate VCM Faculty teaching contract, which would include maintaining a teaching studio, coaching, audition and jury adjudication for programs within the Voice Dept., including Opera Studio and Advanced Voice Workshop, within the CSCM (the Young Artists Collegium Program), and within the VCM's Department of Postsecondary Studies (the Diploma in Music Performance, offered in partnership with Camosun College).

Qualifications:

1. Master of Music degree, or equivalent in certification and experience;
2. Distinguished reputation as teacher, performer, and collaborator;
3. Experience and skill in building, leading and managing vocal programs for all ages and levels; and
4. Ability to build and manage a multi-faceted music program and lead faculty, demonstrating both professionalism and collegiality.

The VCM thanks all applicants for their interest and will contact only those shortlisted for interviews.



CSCM Dept. Head, Voice: Specific Tasks and Responsibilities [MARCH 2021]

- Provide artistic and academic leadership for the department, while managing the day-to-day operations of the department and delivery of all programs, at both the VCM's downtown and Greater Victoria locations, through the year, including summer. Programs include but are not limited to: Studio Lessons (managing and assigning new student referrals for Voice faculty) and related Masterclasses and Voice Competitions; Opera Studio; Advanced Voice Workshop; Vocal Pedagogy; VCM Chorale and other vocal ensembles or classes for all ages.
- Provide artistic support as needed for all Classical Voice program components offered through the Department of Postsecondary Studies, in collaboration with its Director.
- Provide artistic support and program coordination as needed for the voice component of the Young Artists Collegium Program in collaboration with the Collegium Artistic Director and program Animateur.
- While the overall artistic leadership of the above programs falls within the responsibility of the Department Head, the day to day running of programs is covered by the respective instructors and/or one or more program coordinator or assistant positions within the Voice, Collegium, or Postsecondary departments.
- Support the selection of performers & music for special events, including VCM's Crescendo Circle, Awards day, Mother's Day Garden Tour.
- Lead and coordinate all aspects of the annual VCM Voice Competitions.
- Attend and contribute to regular Artistic Directorate Committee (ADC) meetings, including sub-committee meetings as needed from time to time, including the annual Spark to Flame Event, meetings for Head of Departments within the Ann & George Nation Conservatory School of Classical music, Dept of Postsecondary Studies meetings, and meetings with regard to summer programming.
- Participate as Jury member for VCM's annual Spark to Flame Event, providing artistic support for music to be performed, and adjudication of candidates.
- Schedule and chair regular Voice Faculty department meetings
- Act as liaison between Voice Faculty and VCM Administration, bringing issues within the department to the Dean in a timely fashion.
- Facilitate the Faculty Teaching Assistant Program within the department as per scheduling and conditions set out by the ADC.
- As part of the ongoing communication within the Voice Faculty, provide guidance as requested for faculty members seeking professional development opportunities, and carry forward faculty requests for financial assistance with Pro-D opportunities to the ADC.
- Be proactive in new student and faculty recruitment and orientation of new voice faculty.
- Refer new students to voice faculty in a fair and equitable manner, following up with instructors to ensure that referrals are acted on in a timely manner.
- Manage the overall budget of the Voice Department.
- Monitor enrolment for all programs, leading and/or assisting as needed with new student recruitment efforts.
- Participate in VCM fundraising performances as appropriate.



- Maintain a public profile as performer, clinician, and adjudicator, that helps with growing student enrolment, and attracting high quality faculty to join the department.
- Assist as needed with VCM student recruitment events, including organizing student and/or faculty performances where appropriate and possible.
- Assist VCM efforts to (re)connect with VCM voice alumni and develop potential opportunities for residencies and/or performances.
- Participate in the development and planning of the Voice Department in line with the VCM Strategic plan.
- Participate in inter-departmental VCM administrative meetings as needed, including with Development, Marketing, Facilities, and Venues.