



Job Posting

Head of Voice

Ann & George Nation Conservatory School of Classical Music Victoria Conservatory of Music

Application Deadline: 4:00 pm PST, Monday March 27, 2023

Submit cover letter and current CV with two references via email to dean@vcm.bc.ca.

The VCM will confirm receipt of all applications, however, will further contact only those shortlisted for interviews.

Start date: September 1, 2023

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

The Victoria Conservatory of Music (VCM) invites applicants for the Head of Voice position within the Ann & George Nation Conservatory School of Classical Music (CSCM). The CSCM engages students of all ages to develop meaningful relationships with music of the Classical tradition, while developing their true potential as artist, performer and/or educator through high quality rigorous training. The school is comprised of Keyboard, Winds-Brass, Strings, and Voice Faculty departments, and offers instruction through individual lessons, group classes and ensembles, as well as the Young Artists Collegium, Music Theatre, and an array of Summer Intensive programs.

The Voice Department currently has 14 regular and guest faculty members, and offers individual lessons, masterclasses, an annual series of voice competitions in English, French, German, Italian and World Languages, the Voice Collegium program, Music Theatre, Summer Choral Intensive and Cabaret programs. The department is poised for growth and seeks to broaden its scope through new programs that best reflect the culturally diverse communities the VCM now strives to serve. Carrying forward the Classical tradition of rigorous training, the Voice Department's main objective is to teach students how to sing well, regardless of musical genre, and empower them with self-confidence through well-developed vocal technique and musicianship.

Job Summary

The Head of Voice is an active, enthusiastic, and well-respected artist mentor and performer. Their artistic and pedagogical expertise, together with interpersonal qualities as an approachable and supportive colleague, inspire growth and excellence within the department and its faculty, while maintaining an inclusive and welcoming community with an outstanding cohesive environment for mentorship and learning. Leading through facilitation and collaboration, the Head of Voice's diverse experiences, including professional collaborations in one or more areas of the arts, and work with community groups, provide the level of inspiration and entrepreneurship to forge new connections between the Voice Department and cultural communities of all ages and abilities, both locally and beyond.

Reporting to the VCM's Chief Artistic and Academic Officer (Dean), and as a contributing member of the VCM's Artistic Directorate Committee (ADC)*, the Head of Voice leads and manages the Voice Department and its faculty in an artistic, academic, and administrative capacity, aligning with the shared artistic and academic vision and goals of the Dean and the ADC, as well as with the Mission, Vision, and Goals of the VCM's Strategic Plan. The Head of Voice ensures that the minimum artistic and academic expectations for teaching VCM students are met or exceeded, as set out by the ADC in the Faculty Teaching Assessment Program, and that the code of conduct for VCM faculty and staff, along with all other policies and practices as set out by the VCM, are adhered to within the Voice Department.

Working closely with and supporting the Voice Faculty, through all aspects of programs housed within this department, the Head of Voice ensures that the student experience remains optimal, while maintaining the department's fiscal viability through effective management of the annual department budget.

Strengths, Skills, Qualities and Experience:



- Well-established as vocal pedagogue, performer, and collaborator.
- Has completed advanced studies in vocal performance and pedagogy (master's degree or 10+ years of relevant education and experience).
- Leads through collaboration and facilitation, possessing excellent communication and interpersonal skills, demonstrating both professionalism and collegiality.
- Possesses administrative skills related to the day to day operations of a music department within a modern community music school.
- Supports and actively contributes towards the advancement of Equity, Diversity, Inclusion, Accessibility and Reconciliation within the Arts.

A more specific list of duties and tasks is included further below.

This position is weighted as 0.5 FTE, with the incumbent having the option to balance the position with independently contracted teaching services for the VCM, that include maintaining a teaching studio, coaching vocal ensembles, adjudicating, and teaching masterclasses. The incumbent may also add separately contracted voice program coordination assignments as available and appropriate, including for the Opera Studio, Voice Collegium, or Summer Intensive programs. Furthermore, the incumbent would be free to engage in additional freelancing opportunities outside of the VCM within reasonable competitive-related limitations. A estimation of total potential annual earnings based on the above salaried position plus additional separately contracted options with the VCM as mentioned, and before any additional free-lance work, would total in the range of \$75 – 85K.

Specific Tasks and Responsibilities – CSCM Head of Voice

- Supervises related operations of the voice department and delivery of all programs, at both the VCM's downtown and Greater Victoria locations, through the year, including summer.
- In the spirit of inter-departmental collaboration, advises the Director of the Department of Postsecondary Studies as needed on artistic and academic matters pertaining to Voice program components.
- Provides over-arching artistic leadership for the Voice Collegium and other integrated programs offered through the Voice Department that include a contracted program coordinator position. Note: The Head of Voice may elect to assume one or more of the above-mentioned integrated program coordinator positions as additionally contracted services, as these are considered temporary and continue only as long as the respective programs run.
- Attends and contributes to all meetings of the *Artistic Directorate Committee (ADC), as well as being member of the Artistic Team for the annual Spark to Flame (student showcase) event (including as jury member).
- Schedules and chairs regular faculty meetings for the Voice Department Faculty.
- Organizes and coordinates four annual song competitions and end of term recitals offered through the department for voice students and/or faculty.
- Manages the scheduling and payment (through submitting hours to payroll) for all department-related accompanist services (competitions, department recitals).
- Acts as liaison between CSCM Voice Faculty and VCM Administration, bringing issues within the department in a timely fashion to the Dean and/or Registration as appropriate.
- Mitigates Instructor - Student/Parent disagreements as needed/requested to ensure these are resolved amicably through exercising discretion and professionalism, including where transferring the student to a new instructor may be required.
- Administers the Faculty Teaching Assessment Program for the Voice Department as per scheduling and conditions set out jointly by the ADC.
- Provides guidance to Voice Faculty as requested regarding potential professional development opportunities, bringing forward to the ADC any faculty applications for financial assistance through the VCM Faculty Professional Development Project Award program.
- Manages the recruitment of new instructors in collaboration with the Dean.
- Refers 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, maintaining regular communication with the VCM Referrals Coordinator (Registrar's Office).
- Administers the Voice Department budget under supervision of the Dean.
- Organizes voice students and/or faculty performers as requested periodically for VCM fundraising events, most notably for the VCM's annual Mother's Day Musical Garden Tour.
- Maintains a public profile as performer, clinician, and adjudicator, helping to attract advanced students, new



faculty, and guest clinicians to the department.

(*) About the Artistic Directorate Committee:

Chaired by the Dean, the committee represents all ten departments within the VCM's Artistic and Academic fabric: Ann & George Nation Conservatory School of Classical Music (Five departments – Keyboard, Strings, Winds-Brass, Voice, and the Young Artists Collegium); Chwyl Family School of Contemporary Music; School of Music Technology and Creativity; Department of Postsecondary Studies; Department of Early Childhood Music; and Department of Music Therapy. The leaders of these departments (Artistic Directors, Department Heads/Directors) meet typically twice per month during the regular academic terms, collectively and collaboratively steering all aspects of the VCM's music programs.

About the VCM:

One of Canada's most innovative and progressive music schools, the Victoria Conservatory (est. 1964) is a non-profit, charitable organization located in Victoria, British Columbia, Canada, operating in the traditional territories of the Songhees, Esquimalt, W̱SÁNEĆ and Beecher Bay Nations. Operating a performing arts complex in downtown Victoria with three performance halls and 50+ studios and classrooms, in addition to a satellite location in nearby Langford, the Conservatory is a centre for excellence and enjoyment of music through education, performance and wellness, serving its community of over 4,500 students and music therapy clients of all ages, through six outstanding program areas: The Ann and George Nation Conservatory School of Classical Music; The Chwyl Family School of Contemporary Music; the School of Music Technology and Creativity; and the departments of Postsecondary Studies, Music Therapy, and Early Childhood Music. VCM's Music Outreach initiatives further enrich the lives of over 1,000 children in daycares, preschools, and elementary schools throughout the Greater Victoria area. CEO Nathan Medd joined the organization in 2022, following appointments at the National Arts Centre and Banff Centre for Arts and Creativity. For more information visit us online at: vcm.bc.ca