



Bethune Cookman University

Job Title: Director, Choral Activities and Assistant/Associate Professor of Music

Sector: School of Arts and Humanities

Department: Music

Salary Range: Commensurate with Experience

Grade:

PROGRAM DESCRIPTION:

Founded by Dr. Mary McLeod Bethune in 1904, Bethune-Cookman University (B-CU) is a historically Black, United Methodist Church-related university located in Daytona Beach, Florida. The university currently boasts an undergraduate population of 3,700 undergraduates, with approximately 175 music majors. The Department of Music currently houses three choral organizations, the Concert Chorale, Young Artists Chamber Group, and the Jubilee Singers Chamber Ensemble. Participation in all choral groups is by audition and is open to all B-CU students.

JOB SUMMARY: This tenure-track faculty appointment requires instruction in choral studies and direction of all Department of Music choral units. The Choral Director will be required to conduct daily rehearsals of the choirs and their musicians, preparing them for an extensive performance schedule that includes regular performances at venues throughout the Southeast region, as well as an annual Christmas Concert and Spring Concert. Please note that due to regular weekend performances throughout the state of Florida, travel is an essential component of this position.

ESSENTIAL FUNCTIONS:

- Conducting regular rehearsals of the choirs and their musicians, ensuring adequate preparation for all community performances
- Traveling with the Concert Chorale and Young Artists Chamber Singers to engagements throughout Florida and Georgia (Typical schedule includes a minimum of two engagements per month).
- Teaching beginning and choral conducting courses
- Providing administrative oversight of the Choral Program, including supervision of full-time and student support staff, and management of operational and scholarship budgets
- Recruiting potential students for the University and the Department of Music
- Developing and maintaining effective relationships with alumni groups, churches, and other supportive institutions
- Participating in professional associations appropriate for the field

EDUCATION and EXPERIENCE:

- Earned doctorate in Choral Conducting or related field. (ABD or Master's degree with considerable experience in the field/additional graduate work will be considered.)

- Record of collegiate-level teaching and demonstration of quality performances by choral ensembles
- Strong interpersonal and public relations skills necessary for effective communication with campus and community entities

APPLICATIONS:

Applicants will be required to submit a university employment application, available online at <http://www.cookman.edu/facultyStaff/hr/apply.html>.

In addition, please submit a letter of application, resume/curriculum vitae, three professional letters of recommendation with names, addresses, and telephone numbers, and official transcripts from all undergraduate and graduate schools attended to: Office of Human Resources, Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Blvd., Daytona Beach, FL 32119 or via email at hr@cookman.edu.

Review of applications will begin June 8, 2011 and will continue until position is filled. Additional support materials may be requested from candidates advancing to interviews.

For more information, please contact Human Resources at (386) 481-2049 or contact Dr. Kimberly Haynes, Music Department Chair at (734) 717-3786 or haynesk@cookman.edu.