

POSITION ANNOUNCEMENT

ASSISTANT ARTISTIC DIRECTOR



Posting Date: January 2026
Status: Full-Time
Reports To: Artistic & Executive Director
Supervises: Assigned contract staff
Start Date: July/August 2026

Position Summary

The Assistant Artistic Director (AAD) is a skilled choral educator and professional musician who will serve as **chief creative and artistic collaborator** with the Artistic & Executive Director. Together, they shape and shepherd the vision, development, and execution of educational and artistic programming of the Pensacola Children's Chorus (PCC). The AAD will work alongside the entire teaching and administrative staff to align the organization's mission with artistic, educational, and strategic goals in pursuit of PCC's vision of a vibrant community whose youth use music to find success and thrive.

A **passionate educator** with a heart for youth of all ages, the AAD will take an active role in shaping, administering, and maintaining PCC's core educational programming, which primarily includes the Resident Choir Program (a grade-based array of 9 choirs for singers in grades 1-12) and the PCC Studio (a roster of group musicianship, group dance, private piano, and private voice instruction), along with any collaborative performance or community engagement opportunities that involve individuals enrolled in those programs. The AAD will also creatively contribute to the team of artistic staff and contractors who envision, design, and produce PCC's four mainstage productions, many of which blend the artistry of choral music with the showmanship of musical theatre.

Enthusiastically representing PCC and promoting its role as a leading **community asset that drives artistic, educational, social, and economic vitality**, the AAD fosters authentic and deeply collaborative relationships with other arts, social, educational, and business organizations. They cultivate a welcoming culture that is consciously designed to promote teamwork, unity, and self-efficacy among all singers and stakeholders across the organization.

Roles & Responsibilities

Education & Artistic Programming (70%)

- Steward the development of musical and social skills, alongside the Artistic & Executive Director (AED) and core teaching team, for all participants of the Resident Choir Program;
- Instruct all elementary-aged Resident Choirs (3 total: grades 1-2, grade 3, grades 4-5) with the assistance of contracted staff;
- Collaborate with the AED as co-instructor of all secondary-aged Resident Choirs (5 total: 2 for grades 6-8; 3 for grades 9-12) with the assistance of contracted staff;
- Coordinate and serve as an instructor of the PCC Studio program which encompasses group musicianship lessons and age-appropriate private voice/piano instruction;
- Contribute to an artistic-based thinktank to plan for 3+ annual choral theatre productions;
- Create visual and aural practice materials for assigned repertoire, with the assistance of other staff;
- Prepare singers for collaborations with local arts organizations and community partners;
- Select, compose, arrange, and/or orchestrate arrangements for the Resident Choirs in collaboration with the AED, and;
- Plan repertoire and participate as staff leader in annual tours, as budgetary opportunities allow.

Program Administration (15%)

- Serve as primary administrator of the Resident Choir Program and PCC Studio, working alongside program-focused staff to plan for and address programmatic needs and initiatives;
- Manage all Resident Choir enrollment events (June-September; December-January) and special evaluation periods while coordinating results with membership-focused staff;
- Supervise annual singer and family impact surveys in partnership with the Board of Directors;
- Organize schedules and compile timesheets for assigned contracted teaching staff, and;
- Assist the AED and Board of Directors in short- and long-term plans and strategic initiatives.

Community Engagement (15%)

- Liaise to Singer Advisory Committee, which reports to the Board of Directors and works in partnership with the community service-based Ambassador Choir (grades 7-12);
- Envision new community partnerships while maintaining and collaborating with those already established, and;
- Serve as an advocate for PCC, its students and staff, and all of its activities, offerings, and performances to all members of the Pensacola and broader Florida communities, as well as across the United States and internationally.

Qualifications & Capabilities

- Bachelors (or advanced) degree in Music Education/Choral Conducting (comparable degrees considered if accompanied with significant professional teaching experience that aligns with the job description);
- Detailed knowledge of vocal pedagogy, diverse musical styles, and performance practices;
- Polished vocal instrument that is capable of successfully and healthily modeling for singers with developing voices;
- Extensive experience in musical theatre, whether as a performer or director;
- At least 2 years of professional experience working with elementary-aged voices;
- At least 2 years of experience working directly in a mixed voice (treble + changed) choral setting;
- Masterful teaching and conducting skills;
- Excellent piano proficiency, with the ability to read 4-part open score and choral accompaniments;
- Advanced creative thinking and planning skills, with the ability to design imaginative concepts for themed medleys, concerts, and performances;
- Confidence in arranging/composing for youth voices;
- Functional knowledge of music notation software (Sibelius training will be required, if not already learned);
- Ability to skillfully create through digital audio workstations (i.e. Garageband and similar), along with computer literacy skills required for a role in arts administration;
- Highly developed interpersonal skills with the flexibility to interact and communicate seamlessly both with adults and children;
- Strong written and verbal communication skills;
- Priding attention to detail, and;
- Comfort working both independently and in collaborative settings.

Other Requirements

- Ability to work during weekly evening and assigned weekend program hours, in addition to standard office hours;
- Flexibility to work pre-arranged days/nights/weekends – beyond standard hours – in service of programmatic, performance, organizational, and Board-directed priorities;
- Authorization to work for any employer in the United States without need for visa sponsorship, now or in future;
- Ability to successfully clear a Level 2 FBI/BCI background check;
- Access to timely and reliable transportation, and;
- Ability to lift 25-30 pounds.

Compensation & Benefits

Composite salary and benefits package that values **at minimum of \$68,000**, which includes:

- Annual salary starting at \$51,000 that may be adjusted based on experience;
- Up to 3% employer match on IRA contributions;
- Employer-subsidized health, dental, vision, and life insurance for employee and qualifying family members;
- 10 days (80 hours) paid vacation, along with a flexible daily work schedule;
- 25+ days paid holiday leave (evaluated annually by Board of Directors);
- Employer-sponsored membership in National Association for Music Education and American Choral Directors Association, along with regional and state affiliates;
- Employer-sponsored participation in annual professional development conferences;
- Qualifying mileage and expense reimbursement, and;
- Annual opportunities for bonuses and performance-based raise.

How to Apply

Interested candidates should prepare the following:

1. A **one-page cover letter** that expresses interest for position and summarizes relevant qualifications;
2. A **one-page résumé** which highlights relevant work experience;
3. References (at least 3) with phone numbers and e-mail addresses.

Applications will be reviewed on a rolling basis in the order they are received, with priority given to those who apply on or before January 31, 2026. All applicants, regardless of the date of submission, will receive an automated response which serves as formal receipt, for which no further verification is required. Videos which showcase teaching and conducting abilities are not required at the time of application, but may be requested during the interview process. References will not be contacted without prior permission granted from the candidate. **Final decisions are not expected before April 1, 2026.**

Please email materials and direct any questions to Mr. Alex Gartner, Artistic & Executive Director, at jobs@pensacolasings.org.

Continued on the next page

About the Pensacola Children's Chorus

The Pensacola Children's Chorus (PCC), founded in 1990, is among the **Gulf Coast's largest and premier youth performing arts organizations**, inspiring thousands of young people to discover their voices, both musical and personal, through transformative experiences with choral music. Serving over 300 singers annually through direct programming from across Northwest Florida, PCC is recognized for aesthetic artistic quality, impactful educational programming, innovative collaborations, and deep community engagement.

PCC strives to **engage and inspire youth and the community through high-quality, life-enriching musical experiences**. Through a robust series of music education programs, performances, and tours, PCC empowers children and youth to grow as artists, leaders, and citizens. An annual audience of 20,000+ enjoy over 50 concerts each season. Signature among these are PCC's self-produced mainstage performances, including three experiences which fuse choral music and musical theatre, with several additional traditional choral and educational concerts. Many of these are representative of longtime collaborations with regional arts organizations—notably the Pensacola Symphony Orchestra, Pensacola Opera, Ballet Pensacola, and the Choral Society of Pensacola—along with steadfast partnerships with area private schools and public school districts.

At the heart of PCC's success is a commitment to **arts access**, and no eager child is ever turned away. Locally, the organization is celebrated for ensuring that membership in its high-caliber music education programming is available to all interested children, regardless of financial background, and actively seeks to serve the diverse socioeconomic needs and represent the demographic composition of the local community. Data-heavy programming emphasizes the cultivation of soft skills—responsibility, teamwork, accountability, empathy, and confidence—which prepare young people for success in every area of life.

PCC believes that access to the arts is a gateway to growth. As such, the organization aligns its programming with a **pursuit of excellence**. A stellar performance résumé—which includes 2 events at Carnegie Hall, 2 performances for regional and state conferences of the American Choral Directors Association, multiple international tours, and even a concert at the White House—speaks volumes of the high performance standard to which the organization strives to achieve. The attainment of this goal is carefully stewarded by a robust team of nurturing educators who carefully balance artistic quality with developmentally-appropriate learning expectations.

Since its inception, PCC has operated in downtown Pensacola—an epicenter for the arts. The organization benefits from **strong community partnerships, the support of municipal and state leadership, a deeply engaged Board of Directors, and a loyal base of families, alumni and supporters**. Its talented and carefully cultivated staff and artistic team bring together music education, youth development, and arts leadership, ensuring that every program and performance provides the very best for singers, audiences, and the broader community.

About the Local Community

Located on Florida's picturesque Emerald Coast, **Pensacola** is a vibrant and historic city that serves as the cultural heart of Northwest Florida. With a regional population of over half a million people, the region combines small-town Southern charm, with the creative energy of a growing metropolitan center.

As a coastal city with over **450 years of history**, Pensacola blends its storied past with the spirit of innovation. With an ever-growing maritime and aviation industry, the city boasts economic growth while maintaining cultural vibrancy. The downtown area features historic architecture, art galleries, music venues, and locally owned restaurants. It also serves as home to major cultural anchors—such as the **Pensacola Symphony Orchestra, Pensacola Opera, Ballet Pensacola**, and the **Pensacola Museum of Art**—and plays host to a lively schedule of arts, food, and cultural festivals, as well as many parades throughout the year.

Dubbed the “Cradle of Naval Aviation,” Pensacola is proud to be the homebase of the **U.S. Navy Blue Angels** flight demonstration squadron. The community's pride in these pilots contributes to considerable military, industrial, commercial, and academic investment in the area. The **University of West Florida**, among the largest employers in the region, is consistently ranked in the U.S. News & World Report among top Southern institutions, most recently #6. **Pensacola State College** is also a community anchor which hosts considerable collegiate and high school-oriented arts experiences while playing host to the community's public broadcasting station. Together, these institutions provide considerable opportunities for the local development in the arts sector.

The greater metropolitan region—spanning **Escambia and Santa Rosa counties**—is an interconnected creative corridor where arts and culture are central to civic identity and economic vitality. The area's residents demonstrate strong support for the arts through public attendance, volunteerism, and philanthropy, and the arts are increasingly recognized as essential to community development and quality of life.

Beyond its cultural vitality, Pensacola's natural beauty and livability are undeniable. Residents enjoy access to **award-winning beaches, tree-lined neighborhoods, and year-round outdoor recreation**, all while benefiting from a cost of living below the national average. The city's walkable downtown, diverse housing options, and strong sense of community make it an attractive destination for professionals seeking a high quality of life alongside meaningful work. For arts leaders and professionals, Pensacola represents a **rare opportunity**: to live in a beautiful and connected coastal city, to lead within a supportive and forward-looking arts ecosystem, and to make a tangible difference in a community where creativity and collaboration are core civic values.