### ARTISTIC DIRECTOR SERVICE AGREEMENT

Service Agreement between

Edmonton Vocal Minority Music Society and [NAME]

Edmonton Vocal Minority Music Society (“the Society”) and [NAME] agree that [NAME] shall be named Artistic Director for the 2020-2021 season, defined for the purpose of this Agreement as starting August 1st, 2020 and ending July 31st 2021, and:

This Agreement shall not be construed as the employment of [NAME] by the Society;

[NAME] shall not be considered a member of the Society for the term of this Agreement;

Both parties shall abide by all Bylaws accepted by the membership of the Society and all motions approved by the Board of Directors that relate to the Agreement and fulfillment of the duties outlined in the Job Description attached to this Agreement as Appendix A;

Both parties shall not practice discrimination in any form, such as, but not limited to: gender; race; religion; sexual orientation; or country of origin;

The Society shall pay, upon receipt of an invoice, to [NAME] a professional fee in the amount of [AMOUNT] plus applicable tax (GST) for the term of this Agreement, such payment to be made in twelve (12) monthly instalments of [AMOUNT] plus tax, payable before the end of each month, from August 2020 through July 2021. Payments for the 2020-2021 season will be made by mail.

Should the Board of Directors obtain [NAME]’ services for a scheduled or ad hoc sectional rehearsal, which is not on regular rehearsal day, the Society shall pay to [NAME] a professional fee in the amount of [AMOUNT] per day;

Should the Board of Directors obtain [NAME]’ services for the Society’s annual workshop and the annual workshop is located outside the City of Edmonton city limits, the Society shall pay to [NAME] a professional fee in the amount of [AMOUNT] per day;

[NAME] shall be responsible for payment of any personal income taxes and other payments required by law arising from payment of the professional fee;

The Society shall be responsible for paying [NAME] costs and fees associated with Board-approved events or performances at which her services are required, regardless of location. This shall include travel expenses, conference registration fees, and other reasonable and related expenses approved by the Board. These expenses shall be pre-approved by the board prior to registration/attendance. Expenses shall be paid as follows:

Paid up front by the Society - conference registration (including any meals as part of the event), lodging, travel (if by personal vehicle calculate expected mileage upfront at a rate of 43.5 cents/kilometre) at a reasonable rate.

Paid by Per Diem (before the event) - meals for meals that would be missed due to travel at a rate of $10 for breakfast, $17 for lunch and $24 for dinner, and incidentals at a rate of $15/day.

Paid after event - additional mileage, for event only, at the going rate of 43.5 cents/kilometre, and cab fare/buses/shuttles/etc as per receipt.

The Society shall make available to [NAME] up to four (4) complimentary tickets to all performances of the Society’s choir(s);

Each party shall reserve the right to initiate with the other party an Agreement for the 2021-2022 season, defined as September 1st 2021 to June 30th 2022, by May 15th 2021; and

While both parties shall fulfill their responsibilities with due care and attention, the Society shall not be liable or responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by [NAME] in the performance of duties set out in the Job Description attached to this Agreement as Appendix A;

Both parties shall reserve the right to terminate this Agreement at any time for any reason, without penalty, with a minimum of two (2) months’ written notice. If the Society terminates the Agreement, the Society shall either:

a) Provide two months’ written notice of termination, or;

b) Pay to [NAME] the equivalent of two months’ professional fees in lieu of two months’ notice;

During the term of this Agreement, [NAME] shall be granted up two (2) absences from rehearsals. Except at the Board’s discretion, additional absences that require the Society to pay substitute shall result in a reduction – equal to the amount paid to the substitute – of the professional fees paid to [NAME]; and

This Agreement may be amended at any time by either party with the mutual consent of the other party.

### ARTISTIC DIRECTOR JOB DESCRIPTION

SUMMARY

The Artistic Director/Principal Conductor provides artistic vision to Edmonton Vocal Minority Music Society (EVM) by creating an environment that promotes artistic growth within the choir. The individual promotes and enhances the artistic reputation of Edmonton Vocal Minority within the lesbian, gay, bisexual, and transgender community, and the community at large, by bringing body and substance to the organization’s mission statement and vision.

RESPONSIBLE TO

EVM board of directors

DUTIES

Orders music for the season.

Conducts all rehearsals and performances of the choir, or provides a suitable replacement.

Chooses repertoire which reflects the stated goals, beliefs, and aims of the Society; this includes but is not limited to music with specific lesbian, gay, bisexual, and transgender content and theme.

Searches for new sources of music, including the commissioning of new music should the opportunity arise and pending financial approval by the Board.

Acts as a contact with the music community by collaborating with other groups and building a network of contacts within the community.

Works with the Assistant Artistic Director to develop long-term goals for the choir in relation to seasonal concerts, tours, themes, et cetera, and facilitates input from the general membership.

Plans rehearsal and concert schedules in collaboration with Assistant Artistic Director.

Prepares the singers of Edmonton Vocal Minority to perform to the best of their abilities. The individual is responsible for the overall sound of the choir and develops singers as individuals and as a group, in vocal technique, sight-reading, tone, diction, rhythmic sense and phrasing. Responsible for musical direction of EVM.

Leads and paces rehearsals ensuring singers are sufficiently warmed up.

Co-ordinates concert format and works with the artists scheduled for the concert.

Decides if individual singers are sufficiently prepared to perform in concerts.

Judges music commission competitions with Assistant Artistic Director.

Other organizational duties as assigned by the Board.

Provides assistance as required (for example, practice recordings) to ensure that each section learns their part.

Designates sufficient rehearsal time to learn/review standard repertoire for use at community performances.

Responds to concerns of choir members regarding musical and performance matters and communicates these concerns to Board where appropriate.

Gives direction on musical and behavioural issues directly relating to development of performance.

Supervises Accompanist; selects and supervises soloists and guest instrumentalists, pending financial approval by the Board.

Works in collaboration with the General Manager to stage concerts; this includes staging, graphic design, costuming, etc.

Attends board meetings as a non-member; tables reports when requested, and brings budget requests.