



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Instructor of Choral Activities
Department:	Music
Reports To:	Prof. Phillip Davis

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

CAU is the result of the unity of two historically significant institutions: Clark College, founded in 1896, the nation's first private liberal arts institution to award baccalaureate degrees to African Americans, and Atlanta University, founded in 1865, the nation's first graduate level institution for African Americans. Ignited by its history, CAU is committed to delivering education that is accessible, relevant, and transformative.

General Function (Description):

The Department of Music in the School of Arts and Sciences seeks an experienced and dynamic individual for the role of Instructor of Choral Activities. The ideal candidate will demonstrate a commitment to artistic excellence, education, and service, contributing actively to both the Department and the University's broader mission. This position oversees the management and artistic direction of the Clark Atlanta University Philharmonic Society and University Choir, fostering a vibrant choral program that enriches the campus and community. The Instructor will be responsible for developing innovative programming, recruiting talented students, and building collaborative relationships across the University and beyond.

Examples of Duties and Responsibilities:

The selected candidate will manage and direct the Philharmonic Society (Concert Choir) and develop and lead chamber ensembles. Responsibilities include teaching one or more courses in choral conducting, music education, and Music Appreciation. The candidate will actively recruit students, advise music majors, and serve on Departmental and Institutional committees. Additionally, the candidate will engage in scholarly research and/or performance, contributing to the advancement of the field. The position requires active involvement in Department initiatives, University service, and continuous development within the candidate's area of expertise.

Knowledge, Skills and Abilities:

The ideal candidate will demonstrate a diverse record of conducting excellence and possess experience teaching at the college or university level. Strong collaborative skills are essential, with proven success in developing and sustaining music curricula. The candidate must also show evidence of creative and/or scholarly achievements that align with the expectations of a highly competitive liberal arts institution.

Minimum Hiring Standards:

Education	A Master's degree in Choral Conducting, Choral Education, Music Education, or commensurate experience is required by the time of the application deadline; a terminal degree in the candidate's area of expertise is preferred.
Years of Experience/ Years of Management/Supervisor Experience	Minimum of 5-7 years: Candidate must have a proven record of directing and managing choirs at the collegiate level, experience with fund raising and recruitment, and the ability to collaborate with others in the ongoing development of the music curriculum.

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