

Chorus America Online Seminar

Music Director Evaluation Guidelines

The music director's performance review should include artistic, nonartistic, and personal qualities the board outlined during the search process.

1. Develop the criteria for evaluation in advance.
2. Base the evaluation on explicit expectations included in the music director's contract or position description.
3. Conduct the evaluation on a regular (at least annual) basis.
4. Consult with the music director in developing the evaluation criteria, timetable, and process.
5. Invite the music director to engage in self-evaluation, which will stimulate candor and allow concerns and aspirations to surface.
6. Limit the number of people who will be involved in the evaluation.
7. Seek input from the singers.
8. Make the evaluation a part of the chorus's institutional planning process, relating the music director's assessment to the organization's annual objectives.
9. Include an assessment of the music director's opportunities for professional and personal growth.
10. Summarize the results in a confidential written report that praises a job well done and notes areas of concern.