

Chorus America Online Seminar

Timeline of Search

Month 1	Music director informs chorus leadership of intention to retire. Board chair announces departure of music director.
Months 1-2	Search committee/transition team is formed, develops position description recruitment materials, and outlines details of the search process.
Months 2-3	Search committee advertises position in local, regional, and national publications. Search committee sends out recruitment letters to potential candidates and posts position announcement on the chorus website.
Months 4-5	Search committee meets to review resumes and asks qualified candidates to submit their credentials, a recording sample and a video of their work. These candidates are provided with detailed background information on the chorus.
Month 6	Search committee prepares questions in advance and conducts phone interviews with top candidates. Search committee identifies finalists and checks references.
Month 7	Finalists are interviewed. The final candidates might be invited conduct a rehearsal and meet with board and staff members as well as participant in extensive interviews with the search committee.
Month 8	Search committee makes recommendation of final candidate to the board. Board offers position to top candidate. Candidate accepts. Announcement of new music director is announced according to a carefully timed communication plan so that key internal stakeholders are informed before announcement made in the media.
Month 8- 9	Plans for orienting new music director put in motion.