



Intermediate Choir Director Contract
Darita M. Seth

FY 2020-21

The Danville Girls Chorus ("DGC Employer") hereby contracts for the services of Darita M. Seth ("Employee") to serve as Intermediate Choir Director for the Danville Girls Chorus.

The salary for this position is \$700 per month for nine months. Payment will be made at the beginning of each calendar month for work completed during the previous month.

Each employee is allowed **one paid absence for a regular rehearsal per semester. *Paid absences do not include Singer Saturday rehearsals and concerts.***

In the event of an absence, the Director must ensure another Director, or the Accompanist, can cover for him/her. In addition, the Director will notify the DGC President of his/her absence and replacement. If an internal staff member cannot substitute, the employee must find an external substitute to cover the absence. The substitute will be paid for his/her time.

For any subsequent absences per semester, funds will be deducted from the employee's monthly salary for the specific month in which the absence occurred.

In the event of an absence for a Singer Saturday or a Concert, the employee must find a substitute to cover the event. The employee must notify the DGC President of his/her replacement in a timely manner, and the replacement must be qualified and suitable in experience, and be approved by the Artistic Director. The substitute will be paid for his/her time in an amount that will be deducted from the absent employee's monthly salary.

Please refer to the table below for the amount to be deducted and paid to the substitute (if the substitute is an internal staff member, the payment will be in addition to his/her regular pay).

EMPLOYEE TYPE	INTERNAL SUBSTITUTE		EXTERNAL SUBSTITUTE	
	Regular Rehearsal	Singer Saturday/ Concert	Regular Rehearsal	Singer Saturday/ Concert
Director	\$75 (or \$25/hour)	\$150 (or \$30/hour)	\$100 - \$200	\$150 - \$300
Accompanist	\$50 (or \$16.50/hour)	\$100 (or \$20/hour)	\$75 - \$150	\$125 - \$200

This agreement may be terminated at the will of DGC or Contractor with two weeks' notice.

BY: _____
 For the Danville Girls Chorus

 Date

 Employee

 Date



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RESPONSIBILITIES

1. Establish a curriculum of theory, sight-reading and vocal training in collaboration with the Artistic Director
2. Teach theory and musicianship skills to the choir as agreed upon by the staff
3. Teach a method of sight-reading as agreed upon by the staff
4. Attend regularly scheduled staff meetings
5. Report directly to the Artistic Director
6. Secure a suitable replacement in the event of absence
7. Aid in the selection of repertoire and teach to singers
8. Assist in Singer Saturdays
9. Attend and assist with all major performances

EXPECTATIONS

1. Maintain a professional attitude at all times
2. Be prompt to all rehearsals and performances
3. Fully prepare all subject matter and materials
4. Work closely with other staff members
5. Have knowledge of music and associate directing skills
6. Maintain a sense of humor and patience when dealing with staff and singers
7. Maintain a sense of joy and responsibility to help build future generations of musicians

FEE SCHEDULE

Darita M. Seth will receive a salary of \$700 per month, based on a nine-month year.