

Position Title	Choir Conductor – Bundaberg Choir
Location	Bundaberg, Queensland

Dimension & Scope

Organisation Scope	<p>Upbeat Arts exists to improve the lives of adults living with mental illness through inclusive, high-quality creative arts programs. While our primary focus is supporting people with mental health challenges, we also welcome participants who may be experiencing social isolation, disadvantage, homelessness, domestic and family violence, or substance dependency.</p> <p>Our Program Leaders work with professional artists to deliver choirs and creative writing groups that foster confidence, creativity, and connection. Research shows that regular participation in these activities enhances mental health, builds social skills, and strengthens a sense of belonging through learning, collaboration, and the joy of performance.</p>	
Role Purpose & Objective	<p>The Choir Conductor role is multifaceted, encompassing musical leadership, artistic interpretation, vocal and choral development, rehearsal and performance preparation, as well as providing a positive environment to inspire and motivate choir members to be the best they can be.</p>	
Reporting Relationship(s)	Direct	Bundaberg Program Leader
	Secondary	
	Direct Reports	Nil
	Indirect Reports	Approximately 40 Choir Members and their support staff/carers & 12 Volunteers
Key Relationships	Internal	Board members of Upbeat Arts State Artistic Lead – Music and Repertoire State Artistic Lead – Culture and Quality Operations staff, choir members, carers/support staff and volunteers
	External	Queensland Health Mental Health Service and non-Government providers of mental health services Venue management Local government and community groups

Key Responsibilities

Delivery of weekly choir rehearsal	<ul style="list-style-type: none"> • Using the Upbeat Arts Annual Rehearsal Plan and Repertoire Program provided by the <i>State Artistic Lead – Music and Repertoire</i> deliver enjoyable, engaging and educational weekly rehearsals that progressively prepare members for performances at a manageable and appropriate pace. • In addition to the Annual Repertoire Program, research and select a small number of additional pieces to best suit your choir's needs and interests. (between 2 and 4
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	<p>per annum as a guide)</p> <ul style="list-style-type: none"> • Structure rehearsals to develop the choral ability and vocal skills of the members. • Integrate life skills components as outlined in the Upbeat Arts Handbook and Induction Training into rehearsal sessions.
Performances and events	<ul style="list-style-type: none"> • Attend any agreed performances and events • Collaborate with team re annual performance calendar • Collaborate with team re repertoire programming, venue hire, staging, technical requirements for performances
Business Development & Outreach	<ul style="list-style-type: none"> • Contribute new ideas, including quality practice improvements, business process refinement and service delivery implementation of policy decisions • Evaluate activities • Regular liaison with Upbeat Arts leadership team
Critical Competencies	
Leadership & Teamwork	<ul style="list-style-type: none"> • Inspires and motivates members to do their best within a fun, positive rehearsal environment that encourages creativity, teamwork, connection, and personal growth. • Builds and maintains relationships with clear professional boundaries. • Provides charismatic and engaging leadership, guiding and supporting members' musical development while fostering camaraderie, enthusiasm, commitment, and pride within the choir. • Includes carers and support staff in activities when appropriate. • Manages multiple projects simultaneously, prioritising effectively. • Adapts rehearsal content in response to the energy and needs of the room on any given day. • Sets clear goals and articulates expectations. • Brings a collaborative, inclusive approach when working with diverse groups, valuing and integrating different perspectives. • Shows tolerance and respect toward all participants, regardless of background or capability. • Demonstrates self-awareness and a willingness to reflect on personal strengths and areas for growth. • Is reliable and accountable for responsibilities and commitments to the choir and Upbeat Arts. • Displays an innovative mindset, a willingness to experiment with new ideas, and openness to feedback to drive continuous improvement.
Public relations and media skills	<ul style="list-style-type: none"> • Skilled at dealing with media and speaking to and engaging audiences • Articulate at delivering the Upbeat Arts key messages • Composed, open, friendly and approachable
Safety/Compliance	<ul style="list-style-type: none"> • Actively participate in supporting quality human resource management practices

	<p>including employment equity, anti-discrimination, workplace health and safety and ethical behaviour</p> <ul style="list-style-type: none"> • Follows defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken, in order to ensure high quality, safe services and workplaces
Personal Attributes	<ul style="list-style-type: none"> • Warm, empathetic, and person-centred in approach • Creative and flexible, with the ability to adapt to changing needs • Passionate about the role of the arts in wellbeing and community connection • Committed to inclusivity and celebrating diversity • A natural collaborator with a can-do attitude
Qualifications & Experience	
Minimum Requirement	<ul style="list-style-type: none"> • 3-5 years of experience as a Choir Conductor is highly desirable • Proficiency in vocal training and capability to teach healthy vocal techniques • Tertiary education in a relevant field is advantageous • Experience in leadership and teaching adult groups • Effective communication skills in conveying musical and vocal concepts to amateur choir members • Possession of a Working with Children Blue Card or eligibility to obtain one
Conditions	
Work Hours	<ul style="list-style-type: none"> • Weekly commitment required at designated choir rehearsal times on the Bundaberg • Each choir session involves 3 hours per week: consisting of 2 hours of direct contact time with members at the rehearsal and 1 hour allocated for rehearsal preparation • Flexibility to attend performances and events as needed, coordinated and agreed in consultation with the Program Leader.
Rehearsal details	<ul style="list-style-type: none"> • Day to be confirmed. Will be on a weekday from 10:15am to 12:15pm • Rehearsals will commence in April 2026 • Venue to be confirmed • The choir operates for 45 weeks annually, divided into 4 x 11/12 week terms aligned closely with Queensland School Terms • The choirs do not rehearse on designated public holidays