

Who We Are

Adult Recreational Choir Society of Calgary (ARC) was formed in 2002 to provide creative and challenging opportunities for adults to enrich their lives through musical expression and performance. Growing to three choirs under the ARC umbrella over two decades, all programs are non-auditioned and feature challenging, eclectic and variegated repertoire. Singing is our passion and a diverse membership participates in ARC programs, including those that come from different backgrounds, ages and stages, adding variety and creating a stimulating and supportive community environment for all. ARC show choir performances are characterized by professional staging, colourful costumes, and choreography complementing the music. The organization prides itself not only on our high-performance value, but on our strong community and connected culture.

Overview

ARC is seeking a highly motivated and experienced part time Choreographer & Visual Director (CVD) for our two adult public show performing choirs; our mixed choir, UP2Something and our female voices choir, SHE'S Up To Something. The successful candidate will be responsible for supporting the efficient, effective and sustainable running of the choirs while supporting and advancing the organization's mission, vision, and values.

Reporting to and working with the Artistic Director primarily and the Executive Director collaboratively, the CVD designs and creates dance sequences along with blocking support and other activities as required. They will be enhancing the visual experience of our show through screens, props and other effects as they apply.

Principal Duties & Responsibilities:

- Develop and articulate an ARC philosophy and guiding principles regarding choreography within performing choirs as agreed to by the Artistic Director
- Develop a plan to create, instruct and perform staging and movement in keeping with the above guidelines and consistent with the artistic vision for all season performances, including but not limited to:
 - Become familiar with the repertoire to be performed
 - Create choreography and/or stage movement complementary to selected repertoire
 - Communicate and Collaborate with the director(s) to develop a schedule of instruction
 - Scheduling and communication related to any special rehearsals, auditions, or special dance parts
- Provide choreographic instruction to performing choirs at rehearsals and workshops
- Supervision of and collaboration and cross-training with any Volunteer Assistant Choreographers

- Refine and polish choreography to be performed at a level consistent with the artistic standards of ARC
- Coordinate instructional resources, including video capture of choreography to be posted on various forms, such as our members section of the website.
- Engage and nurture, as appropriate, additional choreographic talent and expertise as it may exist within the membership
- Actively participate in the Production Team as a member of the artistic team and collaborate with the Costuming Team in developing the annual costume plan
- Support the activities of ARC through involvement and participation, including the annual Retreats, Talent Show, Christmas production and season finale
- Assist special part casting by participating in the audition and selection process
- Positively contribute to the ARC culture in keeping with our mission and vision
- Other duties as considered appropriate

Education/Experience Preferred:

- Dance training in any discipline. Minimum 4 years is recommended.
- Previous experience in teaching adults: Minimum 1 year recommended
- Strong communication skills and the ability to engage with our members effectively
- Ability to make instructional videos for the members so that they can practice and work on choreography between rehearsals
- Creativity in adapting teaching methods to meet various learning needs and differentiation and sensitivity to various levels of capacity within the choirs
- Experience in creating engaging and exciting new choreography required

Physical Demands:

- Must be able to lift up to 50 lbs.

Work Location and Commitment Required:

- Applicants must be able to work independently. Hours required will vary depending on the time of year and your work process, but an average of 25-30 hours/month are to be expected, especially from January to early June.
- Salary is competitive and will be based on experience.
- Rehearsal locations are typically held at the First Church of the Nazarene in SW Calgary with workshops and other events and activities being held at other locations in the City of Calgary.
- Must be able to attend Saturday workshops, our weekend retreat in April, Christmas and Year End Show and tech week, and various Tuesday evening rehearsals throughout the year.

Contact Information:

Include: Please include a cover letter and resume outlining your interest and related experiences and qualifications. If you have additional videos or creative examples of your work, please include them as well.

Submit to: Torri Airhart, Artistic Director and Leslie Forward, Executive Director

Address: info@archoirs.org

Deadline: August 29, 2025

We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.