

## TWIN CITIES GAY MEN'S CHORUS: AD SEARCH – PROCESS TIMELINE

### EXECUTIVE COMMITTEE / PERSONNEL COMMITTEE:

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| October – November 2017:<br>Preparation & Launch | <ul style="list-style-type: none"> <li>• Define and approve job description and budget guidelines: salary and benefits.</li> <li>• Poll singing members of the traits and skills they are looking for in a new artistic director.</li> <li>• Review “first interview” questions from the 2012 AD search and make some initial changes – final questions will be determined after reviewing submissions from candidates.</li> <li>• Reach out / put out “feelers” to candidates we might want to have apply.</li> <li>• Announce search committee by November board mtg.</li> <li>• By 11/31: Issue press release for the national search for a new artistic director</li> <li>• By 11/31: Post job description on relevant websites.</li> </ul> |
| December 2017 – January 2018:<br>Search          | <ul style="list-style-type: none"> <li>• Celebrate Ben’s tenure and our future at holiday concerts.</li> <li>• Resumes, CVs and sample work due by January 31, 2018.</li> </ul>   |

### SEARCH COMMITTEE:

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| February 2018<br>Identify candidates  | <ul style="list-style-type: none"> <li>• Search committee reviews and identifies first slate of 6 – 8 candidates</li> <li>• Send decline letters to applicants who do not make the first cut</li> <li>• Finalize “first interview” questions based on review of applicants: specific clarifying questions unique to each applicant, other general questions that come up after reviewing candidate submissions</li> <li>• Schedule Skype / FaceTime calls for Saturday, February 24, 2018</li> <li>• Narrow down slate of candidates to final 2</li> </ul>   |
| March 2018<br>Schedule auditions and prep for their arrival                 | <ul style="list-style-type: none"> <li>• Schedule auditions, board of director dinner interviews and Executive Director breakfast interviews*</li> <li>• Principal accompanist works with final candidates to help them prepare</li> <li>• Search committee comes up with final set of questions during board of directors dinner, Executive Director breakfasts</li> <li>• Make arrangements for final candidates for transportation and housing</li> </ul>   |
| April 2018<br>In person auditions and final interviews, selection of new AD | <ul style="list-style-type: none"> <li>• Auditions and final interviews</li> <li>• Ask for singer feedback at the end of each audition</li> <li>• Collect and analyze collected feedback from singers</li> <li>• ½ to 1 hour debrief at the end of each Board of Director dinner, after the applicant has left</li> <li>• Search committee makes their recommendations to the Executive Committee</li> <li>• Executive Committee makes final recommendation to the board</li> <li>• Offer is made to the candidate and final negotiations reached</li> <li>• Once the candidate accepts, Executive Committee and candidate agree to a communication plan, including dates and times that the candidate makes their announcement back home</li> <li>• Announcement made to the Singers</li> <li>• Announcement made to donors and audience</li> <li>• Press release</li> <li>• Final Public Announcement</li> </ul> |
| May 2018<br>Transition planning with EC                                     | <ul style="list-style-type: none"> <li>• Start planning Season 38 with new Artistic Director</li> <li>• Other plans to integrate new Artistic Director in to the organization</li> </ul>   |

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|--|---|
| June - July 2018<br>Announcement of new season<br>and final preparations | <ul style="list-style-type: none"> <li>• Announce SEASON 38 to the singers and audiences</li> <li>• Consider bringing in the new Artistic Director for the Pride concert, schedules permitting</li> </ul> |
| August 2018<br>New Fiscal Year, New AD                                   | <ul style="list-style-type: none"> <li>• New Artistic Director starts on August 1, 2018, on payroll</li> </ul>  |

\* Proposed Interview schedule. Arrival and departure times for each candidate based on schedule. Ideally, both candidates arrive Monday so they have time to acclimate. Both candidates would have Tuesday afternoon free to prepare for their auditions. Search committee would designate one or more “handlers” for each candidate who are not on the board.

There are pros and cons to spreading this out (one set of interviews per week) but this scenario was chosen in 2012 because it involved the least amount of time for our board of directors, singers and current Artistic Director. Our Artistic Director at the time was asked to give up one of his rehearsals during the CPP so that the two candidates could split it between them.

This scenario assumes 2 final candidates. We could bring in a 3<sup>rd</sup> if it was difficult to narrow it down to 2, but that would impact the amount of time we have to invest in this process.

| MONDAY  | TUESDAY  | WEDNESDAY   |
|---|--|---|
|   | ED Brkfst with Candidate 1                               | Breakfast with Candidate 2                            |
|   | Candidate 1 visits office                                | Candidate 2 visits office                             |
| BOD Dinner with Candidate 1.<br>BOD debrief after dinner. | Audition with Candidate 1 /<br>Audition with Candidate 2 | Dinner with Candidate 2. BOD<br>debrief after dinner. |

**Mandatory dates for Search Committee:**

First two weeks of February: Review all applicant submissions and score, on your own  
Saturday, February 10: Group Review and scoring of applicant submissions, identify candidates for interviews  
Saturday, February 24: Skype / FaceTime interviews with all first round candidates

**Mandatory dates for Search Committee and Board of Directors:**

Monday evening / Tuesday evening / Wednesday evening block of time in April 2018 when the final candidates are flown in.