

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Choir Coach - Student Events & Culture (PART TIME)
Reports to:	Head of Student Events & Culture
Department	Student Affairs
Location:	Abu Dhabi, UAE
Prepared / Revised on:	September, 2025

2. JOB PURPOSE / ROLE:

The Choir Coach is responsible for leading and training the university choir, fostering a positive and inclusive environment that encourages musical growth and teamwork. The role involves selecting suitable repertoire, developing members' vocal abilities, and preparing the choir for performances at university and community events, contributing to the cultural and artistic life of the campus.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES:

Key Priority	Key Activities
<ul style="list-style-type: none"> Choir Coordination 	<ul style="list-style-type: none"> Plan and Conduct Rehearsals: Organize and lead regular choir rehearsals, ensuring members develop vocal skills and harmony. Select and Arrange Music: Choose appropriate repertoire for performances, considering choir skill levels and event requirements. Vocal Training: Provide individual and group vocal coaching to improve tone, pitch, range, and breathing techniques. Performance Preparation: Coordinate and prepare the choir for concerts, university events, and special occasions on campus and off campus. Administration and Coordination: Maintain attendance records, communicate schedules, and liaise with the Student Affairs team for event planning.
<ul style="list-style-type: none"> Student guidance 	<ul style="list-style-type: none"> Guide students in improving vocal technique, range, and musical expression. Mentor students to build stage presence and overcome performance anxiety. Help students set personal and group musical goals, tracking progress over time. Provide coaching and feedback to ensure students are fully prepared for rehearsals, auditions, and performances.

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5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Bachelor's degree in a relevant field.

Minimum Experience:

- 5 years of experience in organising choir and musical events.

Job-Specific Skills:

- Communication skills
- Organizing skills
- Problem solving skills
- Languages: French, Arabic and English are mandatory

4. CONDITIONS

- Limited term contract (Sep – December 2025)
- Candidate must have a valid UAE resident visa and medical health insurance.