

# Vocal Coach

## Tiffin Foundation for the Advancement of the Arts - Production Role Description

<b>Classification</b>	Production Staff / Artistic Staff (per production appointment)
<b>Prepared For</b>	TFAA productions, programs, and staged events
<b>Purpose</b>	Stand-alone job description for recruitment, onboarding, contracting, and supervision

**Position Title:** Vocal Coach

**Reports To:** Music Director; works collaboratively with Director, Stage Manager, and cast as scheduled.

**Mission Alignment:** TFAA production staff are expected to uphold the organization's commitment to artistic excellence, education, community engagement, collaboration, respect, safety, and responsible stewardship of resources. Each role functions not only as a production assignment, but also as a public-facing representation of TFAA's standards, culture, and mission.

### Position Summary

The Vocal Coach provides focused, individualized or small-group support to performers in order to strengthen vocal technique, musical confidence, diction, stamina, healthy production, and consistency across rehearsals and performances.

The Vocal Coach works within the musical framework established by the Music Director and supports TFAA productions by giving performers practical tools that improve readiness without disrupting the larger rehearsal process.

### Primary Responsibilities

- Meet with performers individually or in small groups to address pitch accuracy, breath support, resonance, articulation, diction, phrasing, stamina, register transitions, and other identified vocal needs.
- Support cast members in learning difficult passages, harmonies, sustained lines, character singing choices, or confidence-related performance blocks that require more focused attention than can be given in a full rehearsal setting.
- Reinforce healthy vocal habits, including warm-up and cool-down practices, rest, hydration, responsible volume use, and avoidance of damaging compensatory habits.
- Work in alignment with the Music Director's choices regarding notes, phrasing, cuts, diction standards, and interpretation so coaching supports the established production approach.
- Provide encouragement and practical exercises that performers can repeat between rehearsals to build measurable progress and reduce anxiety.
- Alert the Music Director promptly when a performer appears to be experiencing strain, persistent difficulty, illness-related vocal issues, or readiness concerns that could affect rehearsal or performance.
- Respect rehearsal schedules, call times, privacy, and professional boundaries in all one-on-one coaching interactions.
- Document coaching patterns as needed so recurring cast-wide issues can be addressed efficiently by the music staff.

### Qualifications and Experience

- Demonstrated vocal coaching, vocal pedagogy, choral direction, or applied voice experience.
- Knowledge of healthy singing technique and the ability to communicate vocal concepts clearly to performers of varied backgrounds.
- Ability to maintain confidentiality, encouragement, and professionalism in one-on-one support settings.

### **Schedule, Attendance, and Professional Expectations**

- Coordinate coaching times through approved scheduling channels rather than informally pulling performers from other rehearsal needs.
- Maintain a positive, corrective, and confidence-building approach that serves the production and protects performer wellbeing.
- Do not contradict the Music Director's instruction without addressing the discrepancy privately and professionally.

### **Working Conditions**

- Flexible coaching schedule, typically evenings or weekends, with short focused sessions in rehearsal rooms, practice spaces, or designated production areas.