

Musical Director Job Description



The responsibilities include:

Generally

- The Music Director is engaged by the choir on a self-employed basis and is therefore expected to account for his/her own income tax, VAT and Class 4 National Insurance contributions.
- The Musical Director will abide by the Choir Constitution.
- The Musical Director and Choir will agree and sign a contract for the post of Musical Director.
- The Musical Director will receive an agreed fee which will be reviewed annually.

Rehearsals

- The Musical Director will carry out rehearsals of the choir for 2 hours per week, for approx. 33-36 weeks per year based on three terms.
- The Musical Director will both lead and accompany rehearsals except when an accompanist is engaged in specific circumstances as agreed with the committee.
- Each term typically ends with a concert and the Musical Director will ensure that the rehearsals are organised so that the repertoire for the concert is adequately learnt throughout the term.
- If the Musical Director is unable to attend a scheduled rehearsal he/she will arrange a replacement conductor and make any reimbursement to the replacement conductor.
- While we are a non-auditioned choir, the Musical Director may carry out voice checks in order to balance the choir at their discretion as agreed with the Committee.

Committee Meetings

- The Musical Director is expected to attend the Committee meetings to provide advice on any choir matter.
- The Musical Director, as an employee of the choir, will not have any voting rights.

Repertoire

- The Musical Director will work with the committee to select and plan the repertoire with consideration of the number and ability of choir members. This will be agreed in a timely manner to allow for sourcing of music and advertising of the choir ahead of term.

Concerts

- The Musical Director with the Committee will agree a budget for each concert. The budget will cover concert venue hire, soloist fees, orchestra/accompanist fees, Musical Director fees, concert publicity, printing costs and any other associated costs.
- The Musical Director will find and engage any soloists, orchestra/accompanist and agree their concert fee.
- The Musical Director will hold a concert rehearsal (on the afternoon of the evening concert or prior to a weekday concert) for the choir, soloists and orchestra/accompanist.
- The Musical Director will be paid an agreed fee for the concert rehearsal and conducting the concert.

The Musical Director will have:

- Sufficient keyboard skills to accompany rehearsals
- Experience in leading rehearsals and also providing keyboard accompaniment
- Experience of directing a choir of mixed abilities
- A sense of humour
- Flexibility, be adaptable and be able to deal with fluctuations in the numbers of choir members
- Good communication skills, be reliable and organised