

## **Stratford-upon-Avon Choral Society - Music Director Job Description**

This Job Description has been prepared to support the recruitment of a new Music Director (MD) in May 2021. It is intended to explain the role but has no contractual status.

### **Management**

The Society is a registered charity and is managed by a Committee of up to 11 elected committee members who are also the Trustees of the charity. The Committee meets 4 or 5 times per year.

The MD is invited to attend meetings of the Committee and to participate fully in discussions, but the MD cannot be a Trustee and does not have a vote in decisions. The MD must leave the meeting during discussion of his/her terms of employment and remuneration.

The MD will have to work closely with committee members between meetings to ensure smooth running of the Society.

The Music Committee is a subcommittee charged with planning the future programme of concerts, typically planning two seasons in advance. The committee meets 2 – 3 times per year. Membership of the Music Committee includes *ex officio* the Chairman, MD, Secretary, Librarian and Treasurer. Concert planning takes into account suggestions from choir members and from the MD, the costs of staging concerts, the availability of music and of venues, and the abilities of the choir. The Music Committee produces a plan for each season which must be approved by the full committee.

### **Concerts**

Major concerts are held on Saturdays in mid-November, mid December and in late March (subject to the date of Easter). Most concerts take place in Holy Trinity Church with some in the Levi Fox Hall at King Edward VI School. For the December concert, Handel's Messiah is performed every third year, and a carol concert with other Christmas music and readings in the other two years.

A professional orchestra and soloists are engaged for the majority of concerts with the exception of Christmas carol concerts, for which there is organ accompaniment with the opportunity for small amateur groups to be involved, e.g. KES brass ensemble.

### **Auditions**

We are an auditioned choir. New members are auditioned individually by the MD. Existing members must re-audition every three years. Re-auditions are currently held in small groups.

### **Rehearsals**

Choir rehearsals are on Monday nights 7.30pm – 9.15pm from September to March, with additional rehearsals on the Thursday evening prior to each concert and on the afternoon of the day of the concert. We take a 2-3 week Christmas break and one week half term breaks in October and February. The choir employs a professional accompanist for rehearsals except on the afternoon of concerts when the choir rehearses with orchestra and soloists.

### **Other Activities**

We have in the past included other activities and may seek to do so again. These could include

- Rehearsing and performing during the summer months. In the past we have experimented with a summer season during May and June.
- “Come and sing” days or other weekend workshops
- Special concerts for special occasions
- Tours within the UK and overseas might be considered in the future.

The MD would be asked to lead these activities and additional fees would be offered.

### **MD Responsibilities**

The key responsibilities of the MD are to train the choir in the selected pieces we are to perform, to improve general vocal skills, and to deliver high quality concert performances.

In more detail, the MD will

- Plan the term's schedule of rehearsals
- Lead choir rehearsals each Monday evening and on the Thursday evening and Saturday afternoon before each concert (about 30 rehearsals in total)
- Conduct the choir, soloists and orchestra at three concerts each year. This will include conducting some non-choral pieces
- Audition new singers and re-audition existing singers at three year intervals
- Participate in planning future concerts as part of the Music Sub Committee
- Present a report on the year's musical activities at the AGM in June each year

### **The qualities we are looking for in a new MD**

An Experienced choir trainer, choral and orchestral conductor

Ability to work with singers with varying experience and musical skills

Ability to work with professional soloists and orchestra

An ambition for high musical standards

A friendly approach to help retain existing new members and attract new ones

A knowledge of and enthusiasm for the Society's existing repertoire and an interest in opportunities to develop this further

An ability to work with the Society's officers and committee

### **Remuneration and expenses**

The Society pays an annual fee to cover the above duties. This is paid in two equal payments, in December and in March.

The Society does not pay for the cost of travel to rehearsals, concerts or committee meetings.

Other reasonable expenses may be reimbursed subject to prior agreement.