



WARREN SYMPHONY ORCHESTRA

Music Director and Conductor Job Description

POSITION	Music Director
REPORTS TO:	Board of Directors
SALARY:	\$10,000 - \$12,000 per season
SUMMARY:	The Music Director/Conductor will be responsible for the musical leadership, artistic operation and development of the Warren Symphony Orchestra. The duties of the Music Director/Conductor will be both musical and non-musical, and will be carried out in consultation with the Board of Directors and other artistic members of the organization.

I. Musical/Artistic Responsibilities.

- A. Conduct five-concert subscription series, one series of daytime youth concerts and non-subscription concerts as required.
- B. Prepare for and conduct all rehearsals and performances. (Rehearsals are usually held Monday evenings beginning 3-4 weeks prior to performance; performances are usually on Sunday afternoons).
- C. Plan the concert season and submit to the Board of Directors for approval. This would include recommendations for dates, number and type of rehearsals, musical repertoire, and guest artists.
- D. Develop the overall artistic quality of the orchestra.
- E. Conduct auditions, select musicians, and determine seating, within the terms of the "Uniform Master Agreement" between the Warren Symphony Orchestra and Detroit Federation of Musicians, Local 5.

II. Administrative Responsibilities.

- A. Select, manage and direct Personnel Manager, Librarian, and Operations Manager.
- B. Supervise engagement of guest/substitute conductors as needed.
- C. Promotions, public relations and fund-raising.
 1. Become a visible and active part of the community.
 2. Assist in the general promotion of the orchestra by being available for public appearances when appropriate.
 3. Attend official functions, receptions, etc, for the orchestra when invited.
 4. Develop the overall public image of the orchestra in the community and beyond.
 5. Engage the audience through brief remarks during concerts.
- D. Board/Committee.
 1. Attend Board and Executive Committee meetings.
 2. Submit programming to the Board for approval in a timely manner, and work with Board in developing programs.
 3. Submit to an annual review and evaluation by the Executive Committee.
 4. Function as a member of the Executive Committee
- E. Financial. Develop programming and concerts within established budget.
- F. Educational. Develop and promote educational mission of the orchestra.
- G. Candidates from outside of the United States must prove legal status to work in the United States.