

JOB DESCRIPTION – MUSICAL DIRECTOR/CONDUCTOR

The Schenectady Symphony Orchestra (SSO) is conducting a search for a Music Director/Conductor to begin in the 2019-2020 Season. Final candidates will be asked to guest conduct SSO during its 2018-2019 Season.

OVERVIEW: The Schenectady Symphony Orchestra Association maintains an orchestra comprised of talented local amateur and professional musicians organized to serve the community by giving musical performances of high quality. The SSO is seeking a Music Director who can recruit and lead local orchestral musicians in the mission of the orchestra.

MISSION: The Schenectady Symphony Orchestra is a community-based symphony orchestra founded in 1934. Our goals are to provide cultural enrichment, music education and appreciation and a home for the talents of accomplished musicians in the community.

QUALIFICATION:

- Minimum master's degree, or the equivalent in Music Performance and/or Conducting.
- At least five years' experience leading a full orchestra.
- Background with Music Education a plus.
- Must have proven ability to exercise leadership in developing the total artistic quality of a symphony orchestra.

DUTIES AND RESPONSIBILITIES:

- Serve as the Music Director and Conductor.
- Be responsible for developing, rehearsing and presenting musical programs.
- Determine the final repertoire of each season's programs, after consultation with the Musical Operations Committee and consideration of the recommendations of that committee and any budgetary constraints.
- Work closely with the Executive Director, Personnel Manager and Musical Operations Committee to help prepare the program portion of the annual budget presented to the Board of Directors.
- Communicate repertoire to the SSO Librarian and Personnel Manager.
- Communicate instrumentation needs to the Personnel Manager and equipment needs and to the Executive Director.
- Create all rehearsal schedules for the orchestra in cooperation with the Executive Director and the Personnel Manager.
- Lead and direct all rehearsals and conduct each concert.
- Present a pre-concert lecture.
- Work closely with the Executive Director and additional committee chairs to ensure a smoothly-running season.
- Head the Audition Board of the SSO, holding auditions as outlined in its personnel policy.

- Assist in development of materials for the web site, Playbill type program (program notes), seasonal brochure or other promotional materials printed or digital.
- Assist and recommend Guest Artists for each season as needed.
- Advise and assist the Board of Directors in seeking financial grants and in other fund raising and promotional activities.
- Advocate for the SSO and provide leadership in the arts community when appropriate and possible.
- Represent the SSO at various civic functions and organizations to promote the orchestra.
- Through long-range planning, work with the SSO Board and Executive Director to define the specific vision, goals, and objectives of the SSO consistent with the mission of the SSO.
- Report regularly to the Board of Directors
- Implement the mission of the SSO according to policies set by its Board of Directors, at the direction of its President.
- Report to the President of the Board of Directors of the SSO on all matters related to the orchestra's success and respond to the President on any projects needing completion.
- Maintain effective communication and work collaboratively with SSO members and staff.
- Demonstrate outstanding interpersonal and communication skills.

TERM:

- Music Director is an independent contractor.
- This is a salaried part-time position.
- Yearly contract from July 1 to June 30.
- 4 concerts at Proctors in Schenectady, NY,
 - 3 mainstage and 1 in the GE Theatre.
 - Summer Pops Concerts at outside locations when funding permits

For more information about our programs visit our website,
www.schenectadysymphony.org

Submit letter of interest, resume and
 references electronically in pdf format to:

Search Committee

Schenectadysymphony@gmail.com

NO PHONE CALLS PLEASE

Please submit all materials by September 1, 2018