



Attachment A
Job Description
Verde Valley Sinfonietta
Music Director/Principal Conductor

Introduction:

This document outlines the duties and responsibilities of the position of Music Director/Principal Conductor of the Verde Valley Sinfonietta (VVS)

- Job Title: Music Director/Principal Conductor

- Reports to: The Board of Trustees via the Board President

- Supervises: Orchestra members and soloists, orchestra librarian, stage manager

- Collaborates with: Administrator, Personnel Manager

Duties and Responsibilities:

1. Manage all musical aspects of the organization while remaining within board-established budgetary constraints and timelines. These include, but may not be limited to:
 - A. Conduct all rehearsals and performances for which a guest conductor or assistant conductor has not been engaged.
 - B. Supervise (with personnel manager) timely recruiting and cost-effective hiring and scheduling of musicians, including guest artists (with board approval). Follow-up with personnel manager for orchestral musicians and administrator for contracting of soloists.
 - C. Demonstrate knowledge of the chamber music repertoire by choosing music appropriate for VVS musicians and appealing to VVS audiences.
 - D. Purchase and distribute music in a timely way for each concert, with assistance from the orchestra librarian.

- E. Communicate musical interpretations to the orchestra both verbally and with baton technique.
 - F. Establish and publish schedules for each rehearsal so as to utilize musicians efficiently and effectively.
 - G. Inspire orchestra members and soloists to perform their best at concerts.
 - H. Adhere to administration deadlines and guidelines for the preparation of the printed concert programs, including accurate repertoire and program order listings with intermission notated, personnel listings, and conductor's program message.
 - I. Meet board deadlines for the development of performance master plans for subsequent seasons. Master plans must demonstrate strong artistic vision and incorporate varied repertoire that challenges the orchestra and excites and builds audience. The performance master plan will also detail the number of musicians and instruments needed, rehearsal schedules, and all logistics (equipment/licenses/permits/music purchases and rentals) and staffing needs.
 - J. Connect meaningfully with the audience during concert performances.
 - K. Establish (with board approval) concert dates as early as possible for the subsequent season that do not conflict with competing area orchestras and important Sedona cultural events (Sedona International Film Festival), Sedona Arts Festival, Chamber Music Sedona), and that consider the schedules of the Flagstaff Symphony Orchestra and Prescott orchestras.
 - L. Provide oversight to the music library (with assistance from the orchestra librarian).
 - M. Support the board, if required, in selecting a guest conductor for at least one concert every third year.
 - N. Follow music director/conductor procedures and mandates in the Musicians Handbook; updating the Musicians Handbook annually with board-approved policies/changes (with assistance from the board president).
 - O. Observe Board Governance policies that apply to the Music Director.
2. Serve as an effective liaison between orchestra and board regarding policy issues.
 3. Give timely responses to all communications from the administrator and board president.
 4. Function as the organization's "face" to the community, including
 - A. Cultivate strategic partners.
 - B. Act as an influential community advocate for music and music education.
 - C. Enrich relationships with attendees and patrons at fundraising events (schedule permitting) .
 5. Explore and improve educational outreach within the community, if possible, when the organization is provided with adequate funding.
 5. Collaborate actively with the board in fund-raising and seeking concert sponsorships.
 6. Investigate and recommend grant ideas; collaborate with grant writer; implement grant if Music Director participation has been agreed to during grant proposal process.

7. Provide written reports to the board for distribution by the President before each monthly meeting.
8. Attend regular board meetings or be available by conference phone.
9. Engage in current and strategic planning with the board regarding organizational needs and objectives.