

Rainier Symphony
Job Description – Music Director
Revised 11/14/14

General

1. Is hired by the Board of Directors; reports to the Board President.
2. Is the Chief Operating Officer (COO) for musical/artistic affairs.
3. Works collaboratively with the Board to shape the Symphony's strategic direction.
4. Executes the general strategic direction determined by the Board.
5. Makes all musical/artistic decisions, including repertoire, soloists, and musicians, within the policies and budget approved by the Board.
6. Works in cooperation staff/volunteers handling non-musical administrative duties such as tickets, marketing, communications, etc.
7. Attends all Board of Directors meetings; is an ex-officio (non-voting) member.
8. May chair or be a member of committees.
9. Follows all Symphony policies including, but not limited to, Anti-Harassment, Conflict of Interest, Non-Discrimination, and Orchestra Member.
10. Makes recommendations to the Board to assist with the budget planning process.
11. Is a key Symphony representative in the community, and actively supports the Symphony in a positive manner.
12. Is encouraged to explore collaborations and new relationships with other artists and organizations, and bring ideas to the Board for decision making.
13. Does not have the authority to bind the Symphony to contracts, or financial or other commitments without the advance approval of the Board. When authority has been given, is free to act within the stated boundaries.

Planning

1. Prepares the list of repertoire for the next season.
2. Balances the abilities of the orchestra, the challenge and enjoyment for the musicians, and the entertainment and education of the community in selecting the music for all performances.
3. Determines the number of rehearsals necessary to prepare the orchestra for each concert.
4. Determines the personnel and equipment needed for the repertoire, and ensures the logistics are feasible.
5. Works with the designated staff person to determine rehearsal and concert dates for the upcoming season, as well as any special space needs (e.g. additional space for sectionals, green room for choir, etc) or any special access needs (e.g. piano tuning, special rehearsal with soloist and conductor, etc).

Rehearsals and Concerts

1. Coordinates with the Orchestra Manager (or designated staff/volunteer) in approving the stage diagram.
2. Works with the Concertmaster and Principals as needed to coordinate the musician seating; delegates where appropriate.
3. Conducts rehearsals and concerts.
4. During rehearsals, allows time for: Orchestra Representative reports (infrequent), Orchestra Manager business (occasional), player feedback and questions (ad hoc).
5. Sets an example to respect facilities and ensure safety by addressing and actions which are not allowed (e.g. accessing sound/light booth or touching the fly system by unapproved people, food on stage, careless use of school instruments, etc).
6. Ensures that the facility staff and Box Office Manager know the intended start time for the concert and the length of the intermission desired.
7. Collaborates with the facility staff for lighting and sound needs.
8. Prepares a written message or program notes for the concert program. Also prepares verbal remarks for the audience if desired.

Personnel

1. Works within the Orchestra Member Policy when dealing with personnel issues.
2. Works with the Concertmaster and/or Principal(s) to audition and select new members and principals.
3. Selects soloists and ringers (i.e. paid auxiliary musicians and substitutes).
4. Negotiates compensation with soloists and ringers within the annual budget allowance.
5. Directs the Orchestra Manager (or designee) to complete and send soloist and ringer contracts. [Board officer signs the contract and sends the check.]

Administration

1. Is responsible for oversight of the functions of the Orchestra Staff: Concertmaster, Assistant Conductor, Resident Conductor, Equipment Manager, Librarian, and other musically-oriented positions which may be created. Is either directly involved in recruiting and selection (e.g. Concertmaster and Conductors) or is involved in the process (e.g. Librarian). Hiring and termination of paid positions (whether employee or contractor) requires approval of the Board. Note: Staff for non-musical tasks are not overseen by the Music Director (tickets, marketing, etc).
2. Prepares a Job Performance Report on self once each year (or after six months if on the job less than six months) and submits it to the Board President.
3. May submit grievances and ethical questions/problems to the Board at any time.
4. Prepares a Music Director's Report for each Board meeting. Typically includes status of current activities and future planning.
5. Prepares an annual Music Director's Report summarizing the season, and submits it to the President for inclusion in the Annual Report.

Additional information

1. Salary is \$11,000 - 15,000 per season and does not include any benefits such as medical/dental insurance, 401k, or the like. Nor does it include any additional funds for personal expenses such as travel, lodging, or music scores which the conductor wishes to retain.
2. If the MD is hired for a partial season (for example a month or two prior to the start of the regular season), the salary will be pro-rated accordingly.
3. The position works all year, although activities are generally lighter when the orchestra is not rehearsing or performing. The Symphony's fiscal year is July 1st through June 30th.
4. Symphony will not be providing support staff, an office, a computer, phone, or materials to the MD.
5. MD is free to accept engagements with other music organizations provided that such engagements do not conflict with the performance by him/her of his/her duties for the Symphony, except with the consent of the Symphony after reasonable notice.
6. While the PO Box address we use is often listed as "Seattle," Rainier Symphony is based in Tukwila.