



Conductor – Junior Choir

Job description

Appointment

- The appointment is a fixed-term appointment and is for a three-year period. At the end of this time, the contract expires and the position is re-advertised

Remuneration

- The Junior Choir Conductor will be paid a token payment of \$1000 (paid at the conclusion of the festival) and will receive up to six complimentary tickets to the festival. Conductors may claim mileage for travel to weekend group rehearsals, holiday course and any other rehearsals. The executive will meet all parking costs on the production of receipts and provide a parking space for each festival concert. The Executive committee will reimburse schools for relievers to allow special group conductors to attend required auditions/rehearsals during school time

Professional leadership

- The conductor will work in consultation and under the direction of the Festival Musical Director
- The conductor will work with the Festival music team and is accountable to the Festival Executive Committee [outlined below in Key Tasks]
- Able to assist the Musical Director in promoting a positive image of the festival with Principals, music teachers, staff and children
- Assist the Musical Director and Assistant Musical Director in resolving parents/schools complaints or concerns as needed

Policy and programme management

- Report progress to the Musical Director which will, where applicable, be included in the Musical Director's report to the Executive
- Work closely with the Musical Director ensuring that all aspects of Festival policy are carried out with relation to the Junior Choir, the parents and caregivers thereof and the schools represented

Staff and relationship leadership

- Work collaboratively with everyone
- Communicate effectively with the wider production team
- Respect and value all members of the Association including children and parents
- Be an outstanding professional role model at all times

Finance leadership

- Present a budget to the Musical Director (in the first instance) and Executive (thereafter) seeking approval for planned expenditure relating to the Junior Choir. This should occur in time for presentation at the April meeting of the Festival Executive
- Expenditure for the Junior Choir will be closely monitored. Once the budget has been approved by the executive, spending must not exceed the amount that has been approved by the executive
- Ensure approval from the Musical Director (in the first instance) and Executive (at the next scheduled meeting) for any extra expenditure not previously planned

Key Tasks

- Devise a programme of works lasting no more than ten minutes for the annual festival programme that is in line with the theme decided on by the Musical Director and Festival music team. This

programme must be varied, musically satisfying and challenging. Conductors are encouraged to consider New Zealand compositions and commissions when putting together a programme

- Oversee the Special Group application process, as pertaining to the Junior Choirs, ensuring accuracy and professionalism in every way so that children and adults know exactly what is expected of them
- Manage the audition process for the Junior Choirs. The conductor auditions every child or delegates this responsibility where necessary (approx 220 Y5/6 children every year) and accepts and trains around 100 children
- The conductor is responsible for determining audition times for each child, arranging the venue, advising children of the audition time in advance, ensuring that the audition process is fair and transparent and that all children are treated with respect and dignity, consulting with other conductors when children have auditioned for two groups, assisting with the paperwork involved and advising each child of the outcome of their audition
- Present the final audition results for the Junior Choir according to the agreed timeline
- Assist the Musical Director, Assistant Musical Director, Concert Band Conductor and the conductor of the Senior Choir in ensuring that Special Group selection is accurate and timely
- Be responsible for the organisation and quality of the Junior Choir Programme at the holiday course
- Ensure you are able to attend all rehearsals and performances as required unless prior arrangements have been made with the Musical Director
- Aim throughout the rehearsal and performance time for musical excellence and the highest professional standards possible
- Rehearsals are to be planned in advance. Rehearsals must start and finish on time
- To work alongside the Musical Director, Assistant Musical Director and the other conductors ensuring strong musical leadership to the overall running and administration of the festival
- To work closely with the people that are directly linked to your group – your team manager, your tutors, accompanists and any other people that you need to support you and your group. Value your team and ensure communication flows freely so that everyone in the team knows what is expected of him/her and what his/her roles and responsibilities are
- After discussion with the Musical Director, and approval given, you should appoint your support team – accompanists/tutors/managers etc for the year. These appointments are made in March of each year
- The conductor will be expected to attend monthly meetings of the executive (3rd Wednesday of each month at 3.45pm) and provide the Musical Director with any information required for the meetings. Attendance at the final executive meeting immediately prior to the festival (3rd Wednesday in September at 3.45pm) is compulsory
- To attend occasional additional music team meetings called by the Musical Director
- At the holiday course, ensure that:
 - Music is ready in time for these rehearsals
 - If original scores are not being used, these need to be clearly marked “for rehearsal only”
 - Original scores/music is collected in at the end of the Festival and handed to the Musical Director
 - Students are told that they are responsible for the replacement of lost scores/music
 - The management team working with you knows exactly what is required of them and what their roles are
- Throughout the duration of the festival rehearsal and performance period your group is under your care and responsibility. Behaviour is managed and dealt with appropriately by you. It is your responsibility to contact parents if behaviours are unsafe, or inappropriate. The Musical Director should be informed of all such situations