



Mission Statement: Heartland Symphony Orchestra provides quality musical experiences for community members in Central Minnesota through performances and educational opportunities.

Position: Music Director/Conductor

Position reports to: HSO Board of Directors

Job Summary: The Music Director/Conductor is responsible to develop and achieve continual artistic excellence of the orchestra. The person who holds this position exercises authority in orchestra matters according to the guidelines established by the Board of Directors as mutually agreed upon at the time of engagement. The Music Director/Conductor will work in close consultation with the Board of Directors, the Operations Director, and the Orchestra Manager.

Qualifications

- Significant musical talent including an acute ear for orchestral intonation, balance, and color, and skills in sight-reading and transposition.
- Proven ability in providing a performance experience of the highest caliber through application of effective baton and rehearsal technique.
- Podium presence that captures the power of body language to enhance the quality of the orchestra's performance.
- Proven ability in developing imaginative programming ideas that have significance to the orchestra, the community, and the occasion.
- Basic knowledge of a nonprofit organization, with an understanding and appreciation of the roles of the board, the musicians, and the support volunteers. The conductor is an independent contractor who has a voice on the board but does not have a vote.
- Awareness of the current field of solo artists, contemporary music, and performance practices.
- Skills necessary to communicate effectively both in writing and public speaking.
- Ability to work with an orchestra membership that includes musicians of varying backgrounds and abilities.
- BA Degree or higher in music related field
- Related experience performing the majority of the duties outlined above.

Job Duties:

Orchestra Development

1. Orchestra development is the responsibility of the Music Director/Conductor.
2. Conduct auditions, if required, and determine placement of players.

Rehearsing and Concert Performances

3. Conduct concerts and rehearsals as agreed upon by contract.
4. Coordinate with the assistant and/or guest conductors.

5. Collaborate with the Assistant Conductor and Concertmaster to select and recruit guest artists and guest conductors. All administrative matters regarding HSO Guest Conductors or Artists will be communicated in a timely manner to the Orchestra, Orchestra Manager, & Operations Director for their action (e.g. contact information, proposed fees, requests for publicity information and photographs, development of concert program information, and travel/housing information).
6. Determine the number and type of rehearsals needed to meet musical selections' requirements. (e.g. sectionals, strings only, or woodwinds/brass).

Concert Music Selection

7. Before each concert season,
 - a. Select music for the orchestral season in consultation with the Assistant Conductor, Concertmaster, and the HSO Board.
 - b. Present estimate of music costs involved with each concert to the HSO Board.
 - c. Obtain musical scores on his/her own request or with the assistance of the HSO Orchestra Manager. Allow sufficient time to make copies, mail to players, and do bowings.

Recruitment of Orchestra players

8. Determine orchestra personnel need by instrument and type at least two months before the concert season and collaborate with the Assistant Conductor, Orchestra Manager, Concertmaster, section leaders or the pertinent section, to recruit any necessary permanent and supplemental musicians. The goal of the Heartland Symphony is to achieve a complete, competent regional volunteer orchestra, which does not require augmentation with paid professional musicians.

Communication Expectations

9. Attend HSO board meetings when requested by the Board of Directors.
10. Collaborate with the Education Committee in the audition and selection process for the Youth Concerto and Composition Competitions.
11. Communicate with the orchestra staff including the Orchestra Manager, Operations Director, and Librarian in a timely and effective manner.

Community Involvement

12. Commit to fulfilling the orchestra's potential as an artistic and community resource by participating in the promotional endeavors of the orchestra.
13. Collaborate with board committees in the general promotion of the orchestra by being available for public appearances, fundraising activities, and educational outreach.
14. Collaborate with community arts organizations and initiatives.

Other Duties

15. Perform other similar and related duties, as directed by the Board, not requiring materially different qualifications from those described in this document.

Employee Annual Position Description Review: _____

Signature/Date