



**TOBAGO HOUSE OF ASSEMBLY**  
**POSITION DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: MUSICAL DIRECTOR/CONDUCTOR, TOBAGO ORCHESTRA**

**JOB SUMMARY:**

The Musical Director/Conductor is responsible for the artistic operation of the Orchestra. The incumbent exercises authority in artistic matters according to the guidelines established by the Executive and mutually agreed upon at the time of engagement. The incumbent will work in close consultation with the Administrative Team within the limits set by the budget, and in accordance with the terms of the working agreements with musicians and guest artists.

<b>REPORTS TO:</b>	Chief Executive Officer
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<b>SUPERVISION GIVEN TO:</b>	Section Leaders/Musician III, Musician II,I/Resident Musicians
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**DUTIES AND RESPONSIBILITIES:**

- Assume full artistic responsibility for all aspects of repertoire for the Orchestra.
- Conduct rehearsals and concerts as agreed upon by contract and coordinate and supervise the work of any assistant and/or guest conductors.
- Work with the Musicians and Music Committees, in developing and planning the orchestral artistic season and communicate effectively with all entities.
- Select guest artists and guest conductors, recruit permanent and supplemental musicians, and determine the number of rehearsals and kind of rehearsals.
- Collaborate with community arts organizations and initiatives.
- Communicate with the orchestra staff including the, Librarian, and Stage Manager in a timely and effective manner.
- Supervise the audition and selection process for the Orchestra.
- Commit to fulfilling the orchestra's potential as an artistic and community resource and a willingness to participate in the promotional endeavours of the orchestra.
- Assist in the general promotion of the orchestra by being available for public appearances and fundraising activities.
- Support the continuing professional development of members.

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

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Thorough understanding of standard and non-standard orchestral instrumentation.
- Comprehensive knowledge of orchestral repertoire.
- Awareness of major trends in orchestral and symphonic music and performance.

**SKILLS AND ABILITIES:**

- Significant musical talent including an acute ear for orchestral intonation, balance and colour, and skills in sight-reading, transposition and arranging.
- Proven ability to provide 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 and support the orchestra's physical and emotional well-being
- Proven ability for developing imaginative programming that has significance to the orchestra, the community, and the occasion.
- 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.
- Experience in multi-cultural and other collaborative performance projects

**MINIMUM EXPERIENCE AND TRAINING:**

- Training as evidenced by a Master's Degree in Music or a closely related field, or 5 or more years of industry experience.
- Bachelor's degree in Music Performance or a closely related field.
- Grade 8 Music Theory.
- Five (5) years' experience leading an orchestra, ensemble, or musical group.
- Experience in instrument study.
- Three (3) or more years related experience performing the majority of the administrative duties outlined above.