

PALOA Musical Theater

JOB DESCRIPTION - CONDUCTOR - MUSIC DIRECTOR

Required Qualifications:

- Is selected by and is responsible to the PALOA Board of Directors, the Producers.
- Has a written contract with the Board for the upcoming production.
- Is not an active member of the Cast or Board.
- Has experience compiling and conducting an orchestra.
- Is an enthusiastic leader and team player with a positive attitude.

Recommended Qualifications:

- Has previous experience and/or education in musical theater.
- Has previous experience in conducting musical theatre both vocal and instrumental.

Primary Responsibilities:

- Reads script. Using the Monthly Production Report, identifies for the PALOA Board of the musical demands of the show and specifically how many and what instruments will be needed to comprise the orchestra. Relays these requirements to the Board in writing or at the February board meeting for inclusion in the meeting agenda.
- Has input into time-line with other members of the production team* as established for the production. Time line is used to create a rehearsal calendar and completion date for key production tasks and publicity events.
- Adheres to the production time-line as established by the board.
- Attends auditions and is instrumental in cast selection with Stage Director, Choreographer, & Choral Director with a member of the Board as advisor. Has primary responsibility for determining musical ability of those auditioning.
- Attends regularly scheduled Production Team meetings as requested by Stage Director or Production Manager.
- Brings together, with other Production Team members, all elements of the show as a coordinated, cohesive unit.
- Works with director, choral director, choreographer and accompanist to determine the tempo and musical feel of the show for presentation to Board. Presentation to be made at March Board meeting. Presentation to include musical demands of show, instrumentation requirements and possible timetable for orchestra. The board must approve any travel or mileage expenses required by use of out of the area musicians in advance.
- Supervises all musical aspects of show.
- Works closely with the Choral Director, Choreographer and accompanist to assure the success of the show.
- Establishes and coordinates orchestra rehearsal schedules with other Production Team members.
- Selects orchestra members (arranging auditions if necessary), piano accompanist, and orchestra liaison person. *Orchestra liaison duties:* to create orchestra roster with phone list, distribute rehearsal calendar to orchestra members, assist in supervision, and provides basic needs of orchestra, (ie: water).
- Submits orchestra roster to PALOA board by June 1st for inclusion in pictures, advertising, program, etc.
- The board recognizes that some composers are more challenging than others and sometimes a score may be more than a musician is capable of playing WELL. It is the Conductor's responsibility to identify early on any "weak" links in the orchestra and either bring those individuals up to par with the rest of the orchestra or remove them and replace them as quickly as possible with someone who can play the music well as written.
- The conductor is ultimately responsible for how the show "sounds".
- Works with Stage Director and Sound Tech to maintain proper volume balance between orchestra and performers.
- Members of the board may attend orchestra rehearsals to ensure the music quality of the PALOA

production.

- Clearly conveys PALOA performance expectations to orchestra members in a timely fashion. Makes sure that all orchestra members are informed about rehearsal times, call times, performance times, what to wear in the pit, any other show related information they need to know that the board or stage director asks the conductor to relay.
- Helps prepare the principals.
- Any expenditures must be approved in advance by the Production Manager / board.
- Must have prior approval of the Board for any paid personnel or travel expenses. Endeavors to keep travel expenses to a minimum by using local personnel when available.
- Responsible for distribution of music to and collection from orchestra.
- Attends all combined rehearsals.
- No more than one month into rehearsals: identify, with other Production Team members, any performers who might need special assistance. Gives or arranges for help for performers needing special assistance, including musical voice work and instrumental performance.
- Participates as asked in production promotion (clubs, schools, Arts in Action, 4th of July Parade etc.).
- Works closely with the Choral Director and Sound Tech to set proper volume levels of microphones for actors speaking and singing.
- Leads cast in vocal warm ups before each performance and ensures that orchestra is tuned up and ready to play at least 15 minutes prior to curtain.
- Turns in all receipts to the Board Treasurer immediately after purchase. (Reimbursements will be made on a monthly basis unless otherwise arranged.)
- Submits written post-production report to the Board after the show

Conductor: Attends March Board Meeting. Presentation to include musical demands of show, instrumentation requirements and any additional travel expenses required by out of the area musicians. Presents possible timetable for orchestra rehearsals.

Attends weekly production meetings as called.

* Production Team consists of the Production Manager, Stage Director, Choral Director, Conductor, Technical Director and Choreographer, and, as needed, Costume Designer, Costume Coordinator, Set Designer, Make-up and Props Coordinators.

03/13/2010

Name: _____ Phone: _____

Address: _____

City, State, Zip _____

E-mail Address _____ Cell Phone: _____

Name of Show : _____ Start Date: _____ to _____

As in all community theatre, all participation is done on a volunteer basis. However, an honorarium of up to the following amount will be paid when all criterion are satisfied.

Position Honorarium: \$ _____ Social Security Number _____ - _____ - _____

I have read and understand the above job description for the production and position described above, and agree to perform the job duties as described.

I understand that I will receive an honorarium in appreciation for satisfactorily performing the job duties and agree to the amount specified above.

I understand the honorariums may not be distributed until all aspects of the production have been completed, scripts and music score have been returned, and my post-production report submitted.

I understand that the Board has the final authority over the Production Team in matters of arbitration and business matters.

Signature _____ Date _____