



The City of Rochester Music Department/Riverside Concerts is seeking applicants for the position of Conductor of its Concert Band and Choir. This is a part-time, temporary, seasonal artistic/technical position which performs tasks related to the Community Music/producing function of the Music Department. This position reports directly to the Music Department General Manager and indirectly to the City of Rochester Music Board.

To apply, please submit the following:

- Cover Letter; please outline your approach to conducting a Concert Band comprised of above average, adult players (membership in this ensemble is open by audition only) and adult singers that comprise a community choir (membership in this ensemble is currently open without an audition)
- Answers to the supplemental application questions (attached)
- Sample recent programs conducted
- Resume and/or biography
- List of not less than three professional references

Finalist will be invited to Rochester for an audition. Finalist will conduct a rehearsal of two Concert Band pieces and two Choir pieces to be selected by the City.

The compensation being offered for each concert cycle is a \$500 coordination fee (includes mileage and per diem) plus \$50 for each rehearsal plus \$100 for each concert for a total compensation package of \$700 per concert cycle.

E-mail applications, with PDF attachments/support documentation, should be addressed to Steven Schmidt, General Manager at steve@riversideconcerts.com. Hard copy applications are also welcome in care of the address above.

The application deadline is October 2, 2017 at 5:00 pm.



RIVERSIDE CONCERTS
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2017 Concert Band & Choir Conductor Search Supplemental Application Questions

- What is the first thing you would say the first time you take the podium at your first rehearsal to a Band & Choir that have only known one conductor over the past quarter century?
- Please provide specific examples of the sort of media appearances or telephone interviews with the press you have made to promote concerts you have conducted.
- Please provide a list of recent, successful grant applications that you have written, or had a part in writing, and the award amounts.
- What strategies would you envision employing to rejuvenate and make your own a Community Music Program that has experienced a period of decline over the past several years?
- What expectations would you have of the General Manager of the Music Department to support your work?

CITY OF ROCHESTER POSITION DESCRIPTION -- CONCERT BAND & CHOIR DIRECTOR

NATURE OF WORK

This is a part-time, temporary, seasonal artistic/technical position which performs tasks related to the producing function of the Music Department. This position reports directly to the Music Department General Manager and indirectly to the City of Rochester Music Board.

MAJOR FUNCTIONS/TASKS

- A. Serves as Music Director for all Music Department producing ensembles.
 - 1. Provides technical assistance and musical expertise to the Music Board and City staff.
 - 2. Attendance at monthly Board meetings, or submitting a monthly written report to the Board, is required.
 - 3. Recommends musical works to be performed by and guest artists to perform with Music Department ensembles.
 - 4. Ensures producing ensemble activity is consistent with the Music Department's mission, well planned, of high artistic merit, and within budget parameters.

- B. Performs Concert Band and Choir musician personnel management duties.
 - 1. Establishes and maintains a ranked list of substitutes and extras for all positions.
 - 2. Conducts auditions to fill vacant positions and establish a substitutes/extras list.
 - 3. Places musicians within sections.
 - 4. Monitors the artistic performance of members and recommends whether musicians should be retained.
 - 5. Conducts coaching and consultation sessions to ensure the highest level of collaborative artistic performance.

- C. Performs duties related to the purchase, rental, marking, arranging, and orchestration of musical scores and parts.
 - 1. Recommends whether musical scores and parts to be performed should be purchased and/or rented consistent with established budget parameters.
 - 2. Marks musical scores and parts owned and/or rented by the City as required.
 - 3. Prepares custom arrangements, orchestrations, scores, and parts as may be required.

- D. Conducts contracted rehearsals and performances.
 - 1. Establishes rehearsal schedules noting specific instrumentation, musicians and seating assignments, and/or voices to be called for each service consistent with established budget parameters.
 - 2. Conducts rehearsals for contracted performances or arranges artistically competent replacement, subject to the prior approval of the General Manager.
 - 3. Participates in production meetings.
 - 4. Conducts contracted performances.

- E. Performs duties that support Music Department audience development and fund development efforts.
 - 1. Writes program descriptions which may be included in, or used to develop, promotional materials.
 - 2. Writes program notes.
 - 3. Participates in public relations and audience development efforts including, but not limited to, participating in media interviews, guest appearances, and speaking engagements pursuant to a schedule to be determined.
 - 4. Participates in fund development efforts including, but not limited to, making guest appearances and speaking engagements for potential individual and/or corporate contributors, participating in fund raising calls, writing and providing narratives relative to the artistic activities of the Department for including in grant proposals and fund development materials, and writing and providing final report narratives relative to grant supported artistic activities of the Community Music program.

- F. Performs other functions/tasks related to the artistic activities of the Music Department as assigned.

DESIRABLE QUALIFICATIONS

Education and Experience

Minimum qualifications include a combination of education and professional experience equal to five years as the Music Director and Conductor of musical ensembles. Formal training in conducting required (MA or MFA is preferred).

Knowledge, Abilities and Skills

- o Demonstrated ability to understand and embrace the mission of the Music Department:
 - To develop, organize, promote and administer a comprehensive, coordinated music program for the City.
 - To provide music for the general public within the limits of the funds made available for that purpose.
 - To promote and encourage all music and musical activities of a public nature in the city of Rochester and vicinity.
- o Knowledge, appreciation, and enthusiasm for a broad spectrum of musical genres, forms and styles.
- o Demonstrated technical proficiency as a conductor and artistic administrator.
- o Understanding and appreciation for the roles of the Common Council, Music Board, City Administration, General Manager, and staff readiness to work with the General Manager and staff as colleagues and ability to collaborate with the board and staff as part of a management team.
- o Willingness to participate in fund raising, marketing, and audience development efforts.
- o Ability to communicate effectively in a variety of public situations.
- o Interest in and ability to assume a leadership role in the total musical life of Rochester.
- o Demonstrated keyboard skills (both piano and computer) required.
- o Knowledge of computer word processing and e-mail applications required.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT THE FOLLOWING REPRESENTS THE PHYSICAL AND ENVIRONMENTAL DEMANDS

While the majority of the work day is spent standing and sitting with some walking, intense periods of physical activity associated with the art of conducting are required.

Some lifting, carrying, pushing and pulling of objects is required. Weights of objects rarely exceed fifty (50) pounds.

Climbing of objects such as stairs and ladders is often required.

Rarely is this position required to perform awkward movements such as bending, stooping, kneeling or crouching. However, the physically demanding and technical movements associated with the art of conducting are required.

Simultaneous and often repetitive use of arms, hands, wrists, fingers is required.

Audio, visual, and verbal functions are vital aspects to performing this position.

The majority of the workday is spent indoors with little exposure to adverse working conditions.