

**Summer Independent Job Description
(Music Director)**

Job Title: Music Director

Reports to: Summer Independent Production Manager

Supervisor: KIDSTAGE Production Manager

Position Overview:

The Music Director oversees the musical aspects of the Summer Independent Production. The Music Director is responsible for teaching all of the music involved in the show, leading all orchestra rehearsals, and conducting all performances. The Music Director, along with the Production Manager, will be responsible for all negotiations and communications involving hiring of Musicians, Musicians' contracts, and Musician performance/rehearsal schedules. The Music Director coordinates of all orchestra equipment including rentals, pit setup and teardown and transportation of equipment. The Music Director may also be called upon to arrange vocal parts and orchestrations of their show.

Principal Duties and Responsibilities:

- Attend auditions and callbacks as necessary and assist Director and Choreographer with casting choices
- Prepare rehearsal / performance calendars for all Musicians
- Distribute and coordinate the distribution of necessary paperwork to Musicians
- Empower and motivate participants to perform on stage and off to the best of their capabilities
- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Attend all scheduled rehearsals, and all performances
- Set an example of professional behavior in rehearsal and in performance that teaches harmonious relationships and teamwork, centered on the purpose of creating a successful production
- Assist Director, Choreographer and Stage Manager in creating weekly schedule
- Hold orchestra auditions and hire all Musicians
- Assist Summer Independent Production Manager and KIDSTAGE Production Manager with creation of agreements for Musicians
- Schedule orchestra rehearsals, lead music rehearsals, and conduct all performances
- Supervise Musicians in orchestra pit to ensure safety and proper care and cleanliness
- Maintains communication link between Music Director, Musicians, Summer Independent Production Manager and theatre administration including tracking of substitutions and all doubling
- Work with the Sound Designer to create the layout of the orchestra pit
- Oversee pit set-up, strike and storage of equipment in an organized and safe manner
- Assure distribution and collection of Musicians' parts
- Work with Sound Designer to ensure consistent show quality and optimum balance between sound levels of orchestra and vocals
- When so required, coordinate or develop alternate orchestrations and reductions for productions
- Report all incidents and emergencies to KIDSTAGE staff

Education and/or Equivalent Experience Preferred:

- Pursuing an undergraduate degree in music direction, music education, vocal performance, or related degree
- Proficient in piano playing and sight-reading
- Ability to orchestrate a plus

Other Skills, Ability and/or Knowledge:

- Working knowledge of professional theatre orchestra practices and personnel management
- Knowledge of instruments and instrumentation for a theatrical pit orchestra
- Proficient in programs including but not limited to Excel, Word, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in schedule
- Attention to detail
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours
- Calm and professional demeanor, sense of humor encouraged

Scope and Character of Supervisory Responsibilities:

- Supervise and advise Assistant Music Director
- Supervise all Orchestra Members and Musicians

Supervisor
Signature: _____

Date: _____

Student
Signature: _____

Date: _____

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.