

**Bainbridge Performing Arts (“BPA”)
Doing Business As: The Bainbridge Symphony Orchestra (“BSO”)**

Music Director and Conductor - Position Description

March 20, 2023

Reports to: Executive Director

Hours: Part time salaried, seasonal, weeknights and weekends

Position

This position description outlines the duties and responsibilities of the Music Director and Conductor (“Music Director”) of the Bainbridge Symphony Orchestra (“BSO”), a volunteer community orchestra. Generally, the concerts and rehearsals are held at BPA on Bainbridge Island, with some exceptions. Traditionally, there are four concert sets per concert season. A concert *season* is usually between September 1st and June 30th. A concert *set* is usually two concerts on a weekend, most often Saturday night and Sunday matinee.

Duties and Responsibilities of the BSO

The BSO is responsible for costs to purchase or rent music parts and scores, development, general administrative support, payment of staff positions, publicity and marketing support, and for maintenance of the on-site grand piano for programs in which it is to be played.

Duties and Responsibilities of the Music Director

The Music Director will strengthen the voluntary culture of the BSO by working with the BSO Committee, direct service volunteers, BPA Board and Staff, and other volunteer committees on special projects designed to assist the BSO. The Music Director is responsible for developing the program for each concert set in collaboration with the BSO Committee. Programming will be consistent with the skills and interests of the BSO members. It will take into account the musical interests of the community at large and work to stimulate interest in classical music on Bainbridge Island. Programming and scheduling for the upcoming concert season will normally be concluded early the previous spring. The Music Director will lead all rehearsals and concerts of the BSO. The Music Director will recruit, audition, select, rehearse, and retain instrumentalists and vocalists as necessary to perform set programs. Further, the Music Director has the authority and responsibility to select and terminate musicians based upon the needs of the orchestra and her/his assessment of each performance.

Scope, Authority, and Expectations

The Music Director will serve as a voting member on both the BSO Committee and the BSO Development Committee, except in matters affecting the employment status of the Music Director, and will report to the Executive Director of BPA. The Music Director will help develop, advocate for, and participate in activities that promote the BSO, including fundraising, speaking from the podium at each concert, writing original program notes, participating in podcasts, and more. An annual fundraising objective will be set as part of the BPA budget for the BSO. The Music Director will become a visible and active part of the community, and when appropriate and possible, will represent the BSO at various civic functions and organizations.

Ancillary Duties

- The Music Director, through long-range planning, will work with the BSO Committee to define the vision, goals, and objectives of the BSO.

- The Music Director will plan and oversee an annual Youth Concerto Competition.

- The Music Director will work to extend the interest in classical music to youth in the community. The Music Director will develop program(s) and actions to enhance youth involvement in classical music. The Music Director will work to develop a strong relationship with community music educators.
- The Bainbridge Symphony Orchestra *may* include a Chamber Music Series. The Music Director, in discussion with the BSO Committee, will assist in recruitment for participation in any Chamber Music Series.

Soloists and Personnel

- The Music Director will arrange for soloist(s) if/as required. Traditionally, the BSO arranges for soloists with a modest honorarium. Local performers are preferred.
- The Music Director will define musician requirements for specific programs and will recruit additional players to fulfill them if necessary.
- The Music Director will lead auditions as necessary to fill musician requirements and will make the final decisions on all matters pertaining to BSO participation. The Music Director will have final say on player selection for each concert. The Music Director solely will determine all player seating and part assignments.

Administrative and Budgeting Functions

The Music Director and the BSO General Manager will work with the BPA Executive Director to develop budget requirements for the season. Such budgets are subject to the approval of BPA. The Music Director will ensure that the selection of soloists, costs for music, and other expenses under the control of the Music Director are within budget limitations. Exceptional funding requirements will be approved in advance by BPA.

Concerts

The Music Director will work with the BSO Staff, including the BSO Manager, Librarian, and the Stage Manager in the preparation and staging of concerts. The Music Director will similarly work with the staff of BPA in those efforts.

The Music Director will participate in promoting attendance at concerts.

The specific concert and rehearsal schedule will be developed by the Music Director and as mutually agreed between the Music Director and the BSO Committee, subject to approval by BPA. Generally, rehearsals are held on Wednesday evenings at BPA. The venue is heavily used in support of performing arts activities on Bainbridge Island. Therefore, early and complete scheduling is essential. There may be an occasional scheduling conflict necessitating an alternate rehearsal location on Bainbridge Island.

Remuneration

An annual salary of \$18,000 is offered and the BSO will reimburse the Music Director reasonable expenses incurred in the performance of the duties described herein. With the exception of walk-on ferry costs, all expenses incurred must be agreed to between the Executive Director and the Music Director in advance.

BPA is a 501 (c)(3) organization and non-equity performance center. For more information about BPA and our programs, please visit www.BainbridgePerformingArts.org