

Job Description

Job Title: Music Director	
Reports to: Production Manager, Director	Mentor: Designated Professional Mentor
Department: KIDSTAGE Summer Independent Production	Supervisor: Designated KIDSTAGE Staff

Position Overview:

The Music Director oversees the musical aspects of the Summer Independent Production. The Music Director coordinates of all orchestra equipment including rentals, pit setup and teardown and transportation of equipment. The Music Director is responsible for teaching all of the music involved in the show, and leads all orchestra rehearsals. 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 may also be called upon to arrange scores and orchestrations of their show.

Principal Duties and Responsibilities:

- Prepares rehearsal / performance calendars for all musicians
- Distributes and coordinates 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. Assist with flow of communication
- Hold Orchestra auditions and hire all musicians
- Assist Production Manager and KIDSTAGE Programs 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
- Report all incidents and emergencies to KIDSTAGE staff
- Maintains communication link between Music Director, Musicians and Production Manager and Theatre Administration includes: Tracking of pre-approved and other substitutions and all doubling
- Oversees pit set-up, strike and storage of equipment in an organized and safe manner
- Assures distribution and collection of musicians' parts
- Works with Sound Designer to ensure consistent show quality and optimum balance between sound levels of orchestra and vocals
- When so required, coordinates or develops alternate orchestrations and reductions for productions
- Attends auditions and callbacks as necessary and assist Director with casting choices

Education and/or Equivalent Experience Preferred:

- Pursing an undergraduate degree in Music Direction, Music Education, Vocal Performance, or related degree
- Proficient in piano playing and sight-reading

Other Skills, Ability and/or Knowledge:

- Calm / Professional demeanor
- Working knowledge of professional theatre producing practices and personnel management
- Knowledge of instruments and instrumentation for a theatrical pit orchestra
- Proficient in Excel, Word, Outlook, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion.
- Flexibility in schedule
- Attention to detail
- Self-starter
- 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

Scope and Character of Supervisory Responsibilities:

- All orchestra musicians and Assistant Music Director (if applicable)

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