

INDICATIVE* Job Description
Music Director –
New Zealand Secondary Students' Choir



*(*A Final Job Description will be agreed with the new Music Director)*

The Services shall include the following:

1. GENERAL DESCRIPTION

1.1 The position is “Music Director” for the New Zealand Secondary Students’ Choir (“The Choir”) and is in nature that of an independent contractor.

1.2 In brief terms, the Music Director will have responsibility for:

- a) working with the artistic team and any artistic subcommittee of the board on the long and short-term strategic and artistic planning for the New Zealand Secondary Student’s Choir;
- b) the planning and the leadership of all projects for The Choir as attached to this contract within the guidelines set by the Trust
- c) ensuring that The Choir reaches and maintains a high performance standard

2. DUTIES AND RESPONSIBILITIES

2.1 ARTISTIC

- a) Plan, direct and conduct warm ups, rehearsals, sectionals, performances, workshops, recordings, courses and tours of The Choir
- b) Nominate the Guest Vocal Consultants, Music Interns and specialists in areas needing coverage for approval by the Board (Note: for 2019/20 cycle, the existing staff remains in place).
- c) Teach vocal technique, musicianship and communication through the repertoire.
- d) Select the full repertoire of The Choir, and the repertoire for each performance of The Choir.
- e) Prepare scores before the first course.
- f) Give oral feedback during rehearsals and after performances.
- g) Prepare for, advise on the selection of music and attend any recording of The Choir, and approve the release of any such recording in accordance with this Agreement;
- h) From time to time, perform any other services reasonably requested by the Chief Executive or the other members of the Management Team relative to the provision of services to The Choir.

2.2 ADMINISTRATIVE

- a) In consultation with the Chief Executive and the artistic team representatives, contribute to an Artistic Strategy, Annual Plan and Budget for The Choir.
- b) Attend artistic planning meetings and other meetings as directed by the Chief Executive.
- c) Write comprehensive artistic reports following each Choir project, monitoring progress towards objectives and evaluating the outcomes of projects for the benefit of the Trust and its committees.
- d) Confer with the Chief Executive on preparation of course programmes and repertoire for printed programmes.

- e) Advise needs in advance of courses with the understanding that they may be limited by available funds.
- f) Liaise with the Chief Executive over the purchase of new musical scores, ensuring that budgets set are adhered to.
- g) Assist with the supervision and pastoral care (in loco parentis) of members of The Choir during courses and tours. The Board acknowledges that this can involve a great deal of additional time over and above musical responsibilities. A roster is to be drafted by the Student Welfare & Logistics Manager and circulated prior to any course or tour which sets out the supervision and pastoral care responsibilities of each staff member, such roster to be fair and reasonable and allow for down time to the extent practicable in the circumstances.
- h) On request by the Chief Executive, submit any nominations for members of the Music Team for the Chief Executive' consideration prior to their appointment,
- i) Use to maximum advantage all available resources to enable The Choir to reach and perform to its full potential.
- j) Comply with the all organisational policies as provided by the Chief Executive from time to time.
- k) Perform any other services reasonably requested by the Chief Executive, the Chief Executive's delegate or NZSSC Executive Tour Leader from time to time.
- l) Attend to all correspondence and reporting required and as directed by the Chief Executive with respect to the artistic duties listed above.

2.3 STAFF MANAGEMENT

- a) Recommend the Assistant Musical Director, vocal tutors and other artistic staff when required and in consultation with the Chief Executive, ensuring budgets are adhered to.
- b) Allocate responsibilities to the Assistant Musical Director, vocal tutors and other artistic staff and provide sufficient supervision and management of them to ensure that they fulfil the roles ascribed to them in a timely manner using best industry practices and all the skill and care reasonably to be expected from experienced music professionals and that the artistic standards are maintained meeting the plans and objectives of the Trust.
- c) Chair music team staff meetings during courses and tours.
- d) Co-ordinate & brief Choir Leaders' meetings during courses and tours.

2.4 GENERAL

- a) Undertake such public relations as they may be required by the Chief Executive or the Trust including media and other interviews.
- b) Such other duties as may be required by the Chief Executive or the Trust.
- c) Required of all staff:
 - To be calm and flexible, and prepared to adapt to situations as they arise
 - To be proactive and positive when a situation arises that needs attention
 - To build a rapport with all students
 - To operate as a team player with all staff
 - Assist in day to day management / supervision of students - their safety, well-being and discipline
 - For live in courses & on tour, night time supervision of students rostered with other team members
 - Familiarity with and adherence to the tour risk management policy, and staff alcohol consumption policy

3. ACCOUNTABILITY

- 3.1 The position of the Music Director is directly responsible to the Chief Executive.
- 3.2 Ultimate line of responsibility on tour lies with the Chief Executive or designated representative of the Chief Executive, the NZSSC Executive Tour Leader.

4. WORKING RELATIONSHIPS

- e) The Music Director will work in close association and cooperation with the Chief Executive, the Executive Tour Leader, 'Manager NZSSC' (Job title tbc), Student Welfare & Logistics Manager and the Music Team, and is ultimately accountable to the Chief Executive.

5. WORK PERIODS

- 5.1 The Music Director will be required to provide services to the Trust for the activities (as approved by the Trust) as set out below. The activities are a general indication of an annual workload. All actual activities will be scheduled by the Chief Executive in consultation with the Music Director.
 - a) The Choir's rehearsal and performance courses, tours and engagements (see clause 7.)
 - b) Artistic Planning meetings – maximum four per year
 - c) other meetings as required by the Chief Executive
 - d) general artistic planning for the Choir.
- 5.2 The Music Director may, with agreement of the Chief Executive, arrange for an approved alternative conductor to provide his services for a course, project, performance, recording, tour or other activity approved by the Trust, or a section of any of those activities listed above.
- 5.3 Should the Trust:
 - a) enter into any agreement with a recording company regarding the recording and issuing of a CD by The Choir; or
 - b) approve an international tour for The Choir,the Music Director's work and remuneration in relation to such projects will be the subject of separate negotiation and agreement.

6 EXPENSES AND REIMBURSEMENTS

- 6.1 The Trust will arrange and meet the cost of the travel and accommodation required for Trust business.
- 6.2 The Trust will provide a specific daily allowance (TBC) per working day away from the Contractor's hometown, when billeted and when in the Contractor's home town.
- 6.3 The Music Director will be paid fees on the basis set out below to undertake the duties and responsibilities as listed in this job description.

- (a) A 'Contact Day' is defined as a day in direct contact with choir members, the Chief Executive, Artistic subcommittee or Trust Board and is limited to the times and projects listed in this Job description (clause 7.).
- (b) A 'Travelling Day' is defined as a day on which the Music Director is required to travel from or return to his place of residence from a place to work on a Trust project other than on a 'Contact Day' as defined in (a) above.
- (c) An 'Artistic Meeting Fee' is defined as a meeting in the Music Director's home town with the Chief Executive and/or members of the artistic staff and/or members of the Trust's administration and/or a Trustee.

6.3 A 'Contact Day' will be paid at a rate of (TBC) per day.

6.4 A 'Travelling Day' will be paid at a rate of (TBC) per day.

6.5 An 'Artistic Meeting Fee' will be paid at a rate of (TBC) per hour or part thereof, with a minimum charge of (TBC) per meeting.

6.6 The Trust will pay (TBC) per month to cover the cost of telephone and mobile phone calls and texts, and broadband used for the Trust's business to be paid quarterly on receipt of the Music Director's invoice.

7. Indicative course schedule: 2019/2020 Choir

2019

January 25-28, Auckland

April 21-28, Wellington

Regional workshops, one weekend in each centre

July 14-21, Auckland/Waiheke

October 6 – 13, Dunedin/South Island other

2020

January 24-27, Auckland

April 10-27 (holidays), Wellington plus International Tour

July 11-18 World Symposium of Choral Music, Auckland

August (TBC), Big Sing Finale, Dunedin

Please note: these dates are subject to change, and the Board reserves the right to change the dates as necessary from time to time