**Position Description – Principal Conductor**

**Company Name: Ballarat Symphony Orchestra Inc.**

**Reporting to:** Ballarat Symphony Orchestra (BSO) Committee

**Payment:** Negotiable – paid per call.

**Location:** Wendouree Centre for Performing Arts, 1220 Howitt St Wendouree Vic 3355.

**Purpose:** The Principal Conductor is responsible for the rehearsal and performance of the Ballarat Symphony Orchestra concert series. In collaboration with the BSO Committee, volunteers and musicians, the Principal Conductor will work to present high quality Orchestral music, heighten the Ballarat Symphony Orchestra’s visibility in the community, develop greater audiences, and provide a platform for Orchestral players in the region to develop their skills and enjoy making music together.

**Duties and Responsibilities**

**Music Responsibilities**

* Rehearse and conduct 3 concerts series per year. Concerts are generally in March, June and November. Concert seasons typically consist of ten calls. Rehearsals take place on a Friday evening between 7.30 and 10pm with a 20-minute break. Concerts are usually scheduled on a Sunday afternoon (or occasional Saturday evening), preceded by a Friday evening dress rehearsal. There may be an occasional rehearsal scheduling conflict, necessitating an alternate rehearsal location in the Ballarat area.
* Develop and distribute the rehearsal schedule for each concert at least 3 weeks prior to the commencement of rehearsals.
* Subject to availability, extra non-scheduled concerts and community performances may be required. Please note that rehearsal days, dates and times within each concert season, will be periodically under review and subject to change under certain circumstances.
* The conductor is a member of the Music Selection Subcommittee. This committee led by a Convenor makes decisions about repertoire, programming requirements for each concert, and specific scores utilized.
* Liaise with Orchestra leader for bowing and other technical issues.

**Management and Administration**

* Communicate with Committee (Secretary or President) for any general matters.
* Attend specific BSO Committee meetings by mutual agreement when appropriate.
* Inform BSO committee of inability to attend any rehearsal or concert as soon as possible.
* Liaise with Stage Manager and BSO committee for operational performance requirements.
* Represent the Orchestra at official functions and receptions when appropriate.
* Participate in promotional activities.
* Invoices to be sent to Treasurer within one calendar month.

**Selection Criteria**

The Principal Conductor will be able to demonstrate the following skills:

* Respectful communication style, being able to work collaboratively and fairly with all members of the Orchestra, Committee and Music Selection sub-committee.
* Ability to motivate players of all abilities to achieve a high standard of performance and enjoyment of music making.
* Excellent conducting technique, musicianship and podium presence.
* Clear and consistent interpretation of the music whilst remaining easy for musicians to follow.
* A wide-ranging knowledge of the symphonic repertoire and technical requirements.
* Demonstrate good time management skills in rehearsals and lead-up to concerts.
* Ability to speak confidently to an audience in a friendly engaging manner.
* Understanding of music copyright regulations and application.

**Key Performance Indicators.**

* Maintain a positive working relationship with the Orchestra Leader, players and members of the BSO committee.
* Conduct all rehearsals and concerts, unless alternative arrangements are made as agreed by committee.
* Provide a detailed rehearsal schedule with time allocation at least 2 weeks prior to the first rehearsal.
* Follow the rehearsal schedule and run each programme piece as a whole prior to the concert weekend.
* Meet with Stage manager and BSO committee prior to the concert weekend to organize stage logistics and programme order.
* Attend two brief review/progress meetings with Orchestra Leader and 2 nominated committee members around week 2 and 5 of each rehearsal season to provide feedback from orchestra players.
* Participate in a 360 degree feedback session with the committee at the next committee meeting after each concert performance.