



MUSIC DIRECTOR'S JOB DESCRIPTION

OVERVIEW

The Music Director works with persons in musical lead roles as well as with chorus members.

Note: The Music Director **must** meet with the Board Chair and the Treasurer prior to auditions to sign a paid position Letter of Agreement form. Blank "Letter of Agreement" forms are to be found in the top drawer of the file cabinet in the office; a copy of this form shall also be retained with the Guidelines. Signed letters of agreement are to be filed in the file cabinet in the office.

AUDITIONS

1. The Music Director must be available to attend all auditions.
2. The Producer will work with the Music Director to ensure that a suitable area is available and set up for auditioning.
3. A rehearsal pianist will be provided by the FVP unless the Music Director already has a pianist lined up for the job.
4. The Music Director will check to ensure that a piano is available in the audition space.

CASTING

1. The Music Director, Artistic Director, Choreographer, and Producer(s) will meet after the completion of auditions to select the cast for the production.
2. Any other person attending the casting meeting must be by invitation only.
3. If a relative of one of the above named individuals is auditioning for a major role in the show, the individual(s) can be excused during the discussion of the relative's suitability for a role, at the Producer's discretion.

REHEARSALS

1. All rehearsals should always start on time.
2. Schedules should be worked out with the Choreographer and the Artistic Director to maximize the quality time spent with the cast members.
3. Communications should always be open regarding any changes to the script or rehearsal schedules in order to ensure that wasted time for everyone involved is held to a minimum.
4. As of opening night of the production, the Stage Manager has the total and final responsibility for decisions regarding the running of the show.





(In many cases, our Music Directors also Conduct when we use a live orchestra)

MUSICAL CONDUCTOR'S JOB DESCRIPTION

Overview: The duties of the Musical Conductor have historically been a continuation of the responsibilities of the Music Director, but could be a different individual.

MUSICIANS

1. The Conductor is responsible for recruiting/hiring musicians for the orchestra.
 - a. The Board of Directors must first approve any costs for compensation to musicians which will exceed the production budget.
2. If the Musical Conductor is not also functioning as the Musical Director, then the two individuals should meet to coordinate any musical cuts or additions, tempos, and/or other changes to the music.

MUSIC

1. The Conductor takes charge of all orchestral scores and sheet music and is responsible for ensuring that it is returned in good condition to the Producer at the conclusion of the production.
 - a. Any marking on sheet music must be done with pencil, not ink.
 - b. All marks must be erased and ready to return to the publisher before giving the scores and sheet music back to the Producer.

EQUIPMENT

1. The FVP currently owns three (3) music stands and ten (10) music stand lights and these are available for show nights, if needed.
 - a. If more equipment is needed, the Producer should be notified and the Board must approve the purchase of additional equipment.

RECORD KEEPING

1. The Conductor must keep a log of the names, addresses, telephone numbers, and e-mail addresses of all orchestra members and the salary determined to be due to each of them. This log is to be turned in to the Treasurer before the final performance so that checks can be ready to be distributed at the conclusion of the final performance.

DRESS CODE & ETIQUETTE

1. The Conductor is responsible to see that members of the orchestra are dressed appropriately in black slacks/trousers with a white shirt or blouse.
2. The Conductor is also responsible to ensure that the orchestra members conduct themselves properly whenever the public is present.

