

# BLOOMFIELD PLAYERS COMMUNITY THEATRE

## Position Description

**TITLE:** Music Director

**FLSA CODE:** Exempt

**REPORTS TO:** Director, Producer and Board of Directors

**DATE:** May, 2005

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### 1. Pre-Show:

- a. Meets with the Director, Choreographer and Producer to discuss everyone's vision of the show and how the auditions are to be run.
- b. Works with the Creative Team members, including the Pit Director, to make the cuts to the musical numbers and insures that everyone gets a copy of the cuts.
- c. Reviews show score and prepared a listing of vocal parts and ranges/orchestral requirements for directorial staff reference and determines vocal ranges for the audition flyer.
- d. Seeks out, auditions, selects and rehearses orchestra members.

#### 2. Auditions:

- a. Responsible for voice testing during auditions and participates in casting the show in conjunction with the Producer, Director and Choreographer.

#### 3. Production / Rehearsals:

- a. Works closely with the Director and Choreographer to prepare effective schedule of rehearsals for orchestra, chorus and principals.
- b. Make rehearsal tapes, within first week of rehearsals, to be used during rehearsals and ensure all appropriate cast members have copies of the music.
- c. Provide the Choreographer a piano tape of all music for all musical numbers for rehearsal purposes.
- d. Leads or provides musical warm-ups before rehearsal and performances in cooperation with the Director and Choreographer.
- e. Teaches the music to the cast and rehearses all musical numbers.
- f. Attend run-through, technical and dress rehearsals.
- g. Encourages all cast members in reaching their full vocal potential.
- h. Responsible for educating the cast / orchestra musically (phrasing, dynamics, tempos, musical terms, etc.)
- i. Responsible for theatre etiquette of orchestra members. Is responsive to requests from the stage manager or other key production staff regarding these issues.
- j. Set up the orchestra area (pit or backstage) in conjunction with the other theatrical requirements (e.g. lighting, safety requirements, etc).
- k. Supervise the Pit Director who is responsible for rehearsing and conducting the orchestra during performances.

#### 4. Post Production:

- a. Assists with strike on closing night and attends closing night party.
- b. Returns scripts, music scores, etc. to Producer erased and ready to return to the publisher.
- c. Provides feedback to Producer and Board of Directors regarding any difficulties experienced in musically directing the show with constructive suggestions for consideration by the Board. Also provides feedback regarding operations which ran smoothly that he/she would recommend continuing.

### SUPERVISORY RESPONSIBILITIES

Will be responsible for managing the Pit Director and accompanist.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available in early December for auditions.

# **BLOOMFIELD PLAYERS COMMUNITY THEATRE**

## **Position Description**

- Must be available January through early March for rehearsals which will be scheduled a minimum of two nights per week from approximately 7:00 pm – 10:00 pm. Time commitment may increase and include weekends two weeks prior to opening night.
- Must have an understanding of and demonstrate knowledge of style within the musical theatre framework.
- Must have thoroughly read script and score with particular attention to music direction requirements.
- Must have working knowledge of the voice as a musical instrument, e.g. experience as choir or choral director, and knowledge of other musical instruments critical to putting together a small orchestra.
- Must be an experienced conductor and pianist.
- Must have excellent communication skills and be a strong team player.

### **EDUCATION**

- Minimum of 3 years relevant work experience in the field of music.
- Baccalaureate degree in music preferred.
- Advanced degree desired.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job will require work after normal business hours and on weekends.

**This description is intended to describe the type and level of work being performed by a person assigned to this position. It is NOT an exhaustive list of all duties and responsibilities required by a person so classified.**