

BLOOMFIELD PLAYERS COMMUNITY THEATRE

Position Description

TITLE: Pit Director
DATE: December 2006

FLSA CODE: Exempt

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Pre-Show:

- a. Works with the Vocal Director and Choreographer to make cuts in the musical numbers.
- b. Checks orchestration and hires musicians for the pit.

2. Production / Rehearsals:

- a. Schedules orchestra rehearsals.
- b. Attends some cast rehearsals prior to orchestra rehearsal to confirm cuts, tempos, etc.
- c. Check orchestra parts before and after the show to be sure all erasures are made.
- d. Rehearse the orchestra prior to 1st rehearsal with the cast.
- e. Conducts all dress rehearsals and performances.
- f. Assist with the set-up of pit.

3. 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

Responsible for managing the orchestra members.

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 for necessary orchestra rehearsals. 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.
- 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

BLOOMFIELD PLAYERS COMMUNITY THEATRE
Position Description

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.