

# **Coeur d'Alene Symphony Orchestra**

## **Artistic Director/Conductor Position Description**

### **March 2017**

#### **Job Title:**

Artistic Director/Conductor, Coeur d'Alene Symphony Orchestra (CSO), Coeur d'Alene, Idaho.

#### **Concert Structure:**

Generally, concerts are held at the Salvation Army Ray & Joan Kroc Center, in Coeur d'Alene, ID. Traditionally, there have been five (5) concert sets per concert season, with additional summer performances, although the scheduled concert season remains under constant review. The typical concert season begins in September and runs through May. A concert cycle typically consists of seven (7) total services, including two (2) performances (one on a Friday evening and a second performance on a Saturday afternoon) preceded by a Thursday evening dress rehearsal. Rehearsals are held once a week, generally on Thursday evenings from 7:00-9:30 p.m., for three to four weeks leading up to the week of the dress rehearsal and performances. Early and complete repertoire scheduling is essential. The specific concert and rehearsal schedule is developed by the Artistic Director/Conductor in conjunction with the CSO Board. There may be an occasional rehearsal scheduling conflict, necessitating alternate rehearsal locations in the Coeur d'Alene, ID area. Additional concerts and fundraising performances may be scheduled throughout the year and during the summer season.

#### **Duties and Responsibilities:**

The Artistic Director/Conductor will foster community enrichment through the CSO by working with the CSO Board of Directors and Membership, and directing Staff; the Artistic Director/Conductor may direct volunteers and volunteer committees on special projects designed to assist the CSO. The Artistic Director/Conductor is responsible for developing the program for each concert cycle with assistance from the CSO Players' Committee. Programming will be consistent with the skills and interests of the CSO membership. Programming should consider the musical interests of the community at large, and work to stimulate interest in a variety of orchestral and chamber music styles. Programming and scheduling for the upcoming concert season will normally be accomplished the previous fall and winter.

The Artistic Director/Conductor will help develop, advocate for, and participate in activities that promote the CSO, including fundraising. An annual fund raising objective will be set as part of the budget for the CSO. The Artistic Director/Conductor will become a visible and active part of the community, and when appropriate and possible, will represent the CSO at various civic functions and organizations. The Artistic Director



is expected to be present at all CSO fundraising events whenever his/her schedule allows.

### **Duties and Responsibilities - Continued:**

The Artistic Director/Conductor, through long-range planning, will work with the CSO Board to define the specific vision, goals, and objectives of the CSO consistent with the existing Articles of Agreement and Bylaws.

The Artistic Director/Conductor will work to extend the interest in classical music to the youth in our community. The Artistic Director/Conductor will develop program(s) and actions to enhance youth involvement in orchestral music and will work to develop a strong relationship with community music educators.

The Coeur d'Alene Symphony Orchestra may include a Chamber Orchestra and/or chamber groups for ad-hoc and summer season performances. The Artistic Director/Conductor is responsible for programming and conducting the Chamber Orchestra(s), and for mentoring all members of the CSO. The Artistic Director/Conductor, in discussion with the Orchestra Manager and sitting principals, will assign musicians to the Chamber Orchestra(s).

The Artistic Director/Conductor, with the concurrence of the CSO Board and within the funds budgeted, will select an assistant conductor and/or guest conductors and/or other music assistant(s), section principals, substitutes and supplemental players, and participate in all personnel auditions. Utilization of such position(s) will be at the discretion of the Artistic Director/Conductor, subject to CSO budget limitations. Fees for additional paid personnel must be approved in writing by the Board of Directors.

The Artistic Director/Conductor will arrange for soloist(s), preferably showcasing regional talent, if and as required within the limitations of the budget. Also, with the assistance of the Orchestra Manager and staff, the Artistic Director/Conductor will publish, promote, and direct the Annual Young Artists Competition being responsible for soliciting all entries, conducting auditions, selecting winners, and arranging for the concert performance, which generally occurs during the March concert cycle each season.

The Artistic Director/Conductor will define musician requirements for specific programs, and work with the Orchestra Manager in meeting those requirements. The Artistic Director/Conductor will lead auditions as necessary to fill musician requirements and will make the final decisions on all matters pertaining to CSO participation. The Artistic Director/Conductor will have the final decision on player selection for each concert. The Artistic Director/Conductor, solely, will determine all player seating and part assignments.

The Artistic Director/Conductor and the CSO Treasurer, in conjunction with the CSO Board Chair, will work together to develop budget requirements for each season. Such budgets are subject to the approval of CSO Board. The Artistic Director/Conductor will ensure that the selection of soloists, costs for music, and other expenses under the



control of the Artistic Director/Conductor are within budget limitations. Exceptional funding requirements must be approved in advance by CSO Board.

**Duties and Responsibilities - Continued:**

The Artistic Director/Conductor will work with CSO Staff, including the Board Chair, Orchestra Manager, Librarian, and Office Manager in the preparation and staging of concerts, and will similarly work with the staff of the concert venue in those same efforts.

The Artistic Director/Conductor will participate in promoting attendance at concerts. This may include the presentation of a pre-concert lecture, or other activities.

The Coeur d'Alene Symphony Orchestra works with local media to publicize its performances and educational outreach efforts. Such publicity may include (without limitation) photographs, interviews, and audio or video recording of select rehearsals and performances. The Artistic Director/Conductor will allow such activities and make a reasonable effort to participate in marketing efforts and will be an advocate for the orchestra and assist with fundraising events.

This is a professional position requiring both a high level of artistry and organizational skill. The Artistic Director is the de-facto day to day manager of the organization and is responsible for identifying needs and delegating tasks for the successful implementation of the symphony season as well as the development of the audience, orchestra membership, and overall direction of the organization.

Pay will be as specified in an Employment Agreement between CSO and the Artistic Director/Conductor.

**Mission Statement:**

*The mission of the Coeur d'Alene Symphony Orchestra is to promote and perpetuate classical and semi-classical music and to provide the opportunity to perform and to hear this music*



*through an annual series of concerts.*



*Directors of the CSO*

*Subject to revision by action of the Board of*