



Saturday Music – Palmerston North Conductor, Saturday Music Orchestra - Job Description

Position: Conductor/ Tutor, part-time
Tenure: Fixed-term Contract for the Saturday Music 20XX teaching year
Responsible to: Saturday Music Supervisory Committee
Administrative Director, Saturday Music
Curriculum Supervisor, Saturday Music

Remuneration: Ministry of Education 'Out of Hours' pay-scale

Purpose of the position

This position involves teaching a large group of young instrumentalists in the arts of group playing and other related music skills. This will include playing experiences in a wide variety of musical styles and genres as well as learning the skill of following the conductor's baton and musical directions.

Currently, the orchestra meets late Friday afternoon during term time from term 2.

Key roles

1a. Teaching and Learning: student

- Plan an appropriate yearlong programme of orchestral learning.
- Deliver the programme effectively to the students in the orchestra.
- Establish high expectations.
- Contribute to the development and review of the SM instrumental programme.
- Contribute to the End of Year concert and other performance opportunities.

1b. Teaching and Learning: personal

- Complete a Professional Development Consultation.
- Commitment to participating in appropriate professional development opportunities.
- Attend and contribute to all SM Tutor meetings.

2. Relationships

- Establish and maintain positive and effective relationships with students.
- Motivate students to achieve both technically and in performance presentation.
- Set and uphold high standards of student behaviour.
- Network with the Directors of other ensembles such as the Manawatu Youth Orchestra, Children's Choir etc

3. Preparation

- Establish benchmarks for the ability of each intending member of the orchestra.
- Adapt and prepare additional parts to accommodate the varying abilities of the different players.
- Transpose various parts for additional instruments as required from time to time.

4. Resources

- Follow Saturday Music procedures for repairing instruments, photocopying etc.

- Assist in maintaining instruments/equipment in good repair.
- Recommend resources for purchase to the Curriculum Supervisor.
- Print additional music parts as and when required.

5. Administration

- Compile a register of orchestra attendees with contact details etc.
- Complete a weekly attendance register.
- Maintain a record of music and folder issues for each player.

6. Other

- Other duties as may be required from time to time.

Person Specifications Conductor

Qualifications

- A recognized instrumental qualification or equivalent experience.
- A teaching qualification, education-related papers or other professional music body qualifications (eg. IRMT).

Knowledge/ Experience

- Experience teaching an instrument, preferably in a group situation.
- Knowledge of age appropriate instrumental and music learning skills.
- Understanding of the physical, social and cognitive development of young students.
- Experience in group playing (band/orchestra/choir etc.)
- Experience in the transcription of parts and transposition of these for various instruments and abilities.
- Experience in directing larger groups of musicians leading to public performances.

Personal attributes

- The ability to establish a constructive working relationship with students, parents/ caregivers and other Saturday Music staff.
- A clear and effective communicator.
- The ability to deal efficiently with administrative systems.
- Punctuality and reliability.
- Able to maintain a high standard of professional conduct.
- A sense of commitment above and beyond the minimum requirements.