



**Manchester Community Music School  
New Hampshire Youth Ensemble  
Symphony Orchestra Conductor  
Job Description and Submittal Guidelines**

The New Hampshire Youth Ensemble Symphony Orchestra is a full symphonic orchestra comprised of strings, winds and percussion. It is comprised of approximately 60 outstanding players whose technical level is highly advanced and who show strong musicianship. A placement audition is required for participation. Auditions are held in the spring. The orchestra is open to students of all ages, and comprised mostly of students in high school. Traditionally, there are two concert programs each year, one in January and one in May. Additional outreach performances are often a part of the full year calendar.

Rehearsals take place on Tuesday evenings from 6:30 to 8:30 pm. The rehearsal schedule begins in September and concludes following the May concert. The rehearsal calendar is determined by the school calendar.

In addition to the Symphony Orchestra, MCMS is home to a Concert Orchestra, and a Preparatory Orchestra. Both groups are string orchestras with separate conductors, and are designed to give young musicians the opportunity to strengthen individual skills and gain experience in ensemble playing. The three ensembles work together as an entire program, meeting the needs of young musicians at all levels of musical development.

**Search Information:**

Search opens: December 16, 2009

Applications due: January 25, 2010

Conductor Selected: March, 2010

Successful applicant will begin in May 2010, adjudicating auditions, and begin rehearsals in September 2010. Rehearsals run from September through May.

**Application Procedure:**

Applicants must submit a letter of interest, resume, and at least three professional references to Judy Teehan, Director of Education 2291 Elm Street, Manchester, NH 03104.

Manchester Community Music School  
2291 Elm Street, Manchester NH 03104  
603.644.4548 / Fax: 603.644.4507  
[www.mcmusicschool.org](http://www.mcmusicschool.org)

Job Description: New Hampshire Youth Ensemble (NHYE) Symphony Orchestra  
Conductor

REPORTS TO: Director of Education and the CEO

### Duties and Responsibilities

#### 1.) Conductor of the NHYE Symphony Orchestra

Plan and execute weekly rehearsals to effectively enhance student development and artistic achievement.

- Participate in appropriate placement of students within the continuum of NHYE programs through annual auditions and ongoing evaluation of student work.
- Provide the broadest possible exposure to and experience in orchestral music for each student; support each student's work to reach his or her musical potential.
- Foster the development of esprit de corps among all NHYE students.
- Offer musical and educational feedback to students, parents, and teachers, as appropriate.
- Determine the stage set-up to present the orchestras at their best acoustically and visually; collaborate with the orchestra manager and the librarian in arranging for any musical needs.
- Work with librarian and faculty coaches to coordinate the acquisition of scores and parts to ensure that all bowings and markings are clear and consistent.
- Provide office staff with all information needed for printed concert programs.

#### 2.) Artistic Presentation

- Coordinate (with artistic staff) selection of repertoire to be studied, a balanced program of music that is appropriate to the level and composition of the ensemble.
- Approve selection of guest artists and student soloists.

#### 3.) Management

In partnership with the Director of Education:

- Exercise leadership in developing the total artistic quality of the NHYE Programs
- Select and supervise sectional coaches, audition judges, and guest conductors, as needed; define responsibilities for these contractors.
- Evaluate orchestra programs and artistic staff.

4.) Management of the Organization

- Collaborate with the CEO and Director of Education in developing strategic plans for the NHYE Orchestra program.
- Collaborate with Director of Education and administrative staff, as well as the artistic staff, in planning the season for the Symphony Orchestra rehearsal and concert schedule.

5.) Public Relations

- Play a visible and active role in the community; help develop the overall public image of MCMS in the community and beyond.
- Assist in general promotion of MCMS and the NHYE program.
- Encourage effective communication within MCMS and with its constituencies: students, parents, volunteers, artists, educators, and organizations.

Assume other duties that may be assigned or approved by the Director of Education.

The Manchester Community Music School is a nonprofit, musical education organization whose mission is to change lives through the power of learning, sharing and making music. Over 1,000 students of all ages participate in private lessons, group classes, music therapy, music technology and early childhood programs. Over 100 student musicians come from all over the state to participate in the NH Youth Ensembles Program– the premiere program in the state featuring orchestras, band, and jazz. Founded in 1983, MCMS is a member of the National Guild of Community Schools of the Arts. For more information on MCMS, visit the web site, [www.mcmusicschool.org](http://www.mcmusicschool.org) or call (603)644-4548. MCMS is located at 2291 Elm Street in Manchester.