MANAWATU YOUTH ORCHESTRA: ASSISTANT CONDUCTOR

This version: **3 June 2024**

The Manawatu Youth Orchestra (MYO) provides orchestral training and playing experience for Palmerston North and surrounding district's school-aged children and young adults. The MYO Music Director and Conductor (Conductor) functions are undertaken by the Youth Orchestra Conductor. The Assistant Conductor supports the Conductor by assuming some conducting and administrative responsibilities. The position is also intended to assist the incumbent develop orchestral conducting experience.

The position of **Assistant Conductor** was created in 2024 and is still developing. This Job Description is therefore an interim document as the role is developed. Changes to this document can be expected but will only be made after full consultation with both Conductor and Assistant Conductor.

Purpose

The Assistant Conductor supports the Conductor by conducting the MYO as required and assists in undertaking the day-to-day activities necessary to run the MYO. The position is also to provide opportunities for the incumbent to develop their conducting skills.

Reporting

The Assistant Conductor:

- Reports to the MYO Management Committee
- Is an *observer* of the Management Committee
- Liaises with the Conductor on orchestra and administrative matters as appropriate.

Functions

The Assistant Conductor assists the Conductor in undertaking their musical direction, orchestral administration, conducting, and outreach tasks, as agreed between them and as appropriate:

Musical Direction

Objective

- To assist the Conductor provide overall musical guidance to and continuity of the MYO.

Tasks

- Assisting at auditions
- Assist in organising periodic workshops and master-classes around specific instruments to develop players' techniques as appropriate.

Orchestra Administration

Objectives

- To ensure the MYO functions efficiently
- To ensure the MYO instruments and assets are cared for.

Tasks

- Provide bowings and other mark-ups and edit and arrange parts as necessary

- Assist in the preparation of a suitable rehearsal schedule
- Ensure the hire instruments are distributed, maintained and tracked.

Conducting

Objective

- Support the Conductor in taking rehearsals
- Conduct the orchestra as appropriate and required.

Tasks

- Take rehearsals that the Conductor is unable to attend as required and agreed. Rehearsals are held weekly for two hours during school term time (first, second and third terms)
- Prepare conducting scores for rehearsal
- Conduct items in at least two concerts annually each year as agreed with the Conductor
- Undertake other performance opportunities with the orchestra as appropriate.

Indicative hours

Indicative annual committed contact time, annual. These hours may be reviewed.

Time	weeks	hours
Auditions		6
Term 1	3	6
Term 2	5	10
Term 3	5	10
Rehearsal hours 13 weeks (2hrs)		**32**
2 concerts (2-hour concert + rehearsal)	2 x 3 hours	6
TOTAL contact hours (annual)		**38**

Administration time as well as preparation time is expected to take a further 1 hours a week over the year (25 hours), giving a total time commitment of 63 hours annually. (This does not include committee meetings.)