

# **haffner**orchestra

## **Musical Director Job Description**

### **Introduction**

a) The Haffner Orchestra is a symphony orchestra based in Lancaster. Its playing members are good amateurs and local professionals drawn from across the North West who generally pay a subscription. The orchestra has a professional leader and is augmented, where necessary, by paid “extras” as required by the programme and other operational needs.

b) The principal aims of the orchestra are to achieve the highest possible musical standards permitted by its musical and financial resources and to do so in a way which is rewarding for its members both musically and socially.

c) Under the Constitution (the relevant provisions of which are set out below), the management of the orchestra is vested in the Committee<sup>i</sup>. Ultimate responsibility for all decisions relating to the running of the orchestra, including programming, scheduling and membership, resides in the Committee who are also the Charity Trustees. The Musical Director will be expected to work closely and flexibly with the Committee in order to enable the Committee to discharge its responsibilities under the Constitution. (A full copy of the Constitution is provided separately.)

### **The principal duties of the Musical Director are as follows:**

1. to maximize the musical potential of the orchestra in such works as shall be chosen with the agreement of the Committee and at such rehearsals and performances as shall be determined by the Committee.
2. to conduct the orchestra, and ensembles from within it when requested, at concerts and events.
3. to ensure that the highest possible musical standards are achieved both at rehearsals and concerts, consistent with the Society’s musical and financial resources.
4. to advise the Committee about prospective principals and, when called upon to do so, to recommend for consideration by the Committee suitable candidates whose playing is known to the Musical Director.
5. to be involved, when invited, in auditioning prospective members of the orchestra in accordance with any formal Audition Policy then in force. Auditions are at the discretion of the Committee and may either be formal or by trial at rehearsals.<sup>ii</sup> (Membership is at the discretion of the Committee and will be confirmed in writing by the Hon. Secretary.)
6. to be involved in reviewing the performance of existing members if necessary, and making recommendations to the Committee in the light of such assessments.
7. to make recommendations to the Committee for the engagement of soloists, leader, and guest conductors.
8. to recommend to the ‘fixer’ extra or short term replacement players as needed.
9. to assist in determining the concert programmes.
10. to assist with programme notes if requested.
11. to advise and assist the committee on all musical matters and, where appropriate, in the management of the Society’s affairs.

The Musical Director is generally invited to attend committee meetings and, when invited, undertakes to attend such meetings if at all possible. The Musical Director does not have a vote<sup>iii</sup>.

The Musical Director shall not enter into any commitment or incur any expenditure on behalf of the Society without the authorisation of the Committee.

The Musical Director is not an employee of the orchestra. As a self-employed contractor he is, therefore, liable to account for his own income tax, VAT and Class 4 National Insurance contributions.

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### **Relevant provisions in the Constitution**

#### **<sup>i</sup> 4. Officers and Committee**

a) The management of the Society shall be in the hands of a Committee consisting of the following officers: a Chairman, an Honorary Secretary, an Honorary Treasurer, and at least three other members.

#### **<sup>ii</sup> 3. Membership**

a) Members of the Society shall be either instrumental players who are able to provide such evidence of musical ability as the Committee may require and are invited to play by the Committee, or non-players who are elected to or co-opted mid-term to the Committee.

#### **<sup>iii</sup> 7. Meetings and Proceedings of the Committee**

h) The Musical Director and Leader may be invited to attend Committee meetings, but do not have voting rights.

Nov.19