



QUAD CITY SYMPHONY ORCHESTRA
MARK RUSSELL SMITH, MUSIC DIRECTOR AND CONDUCTOR

The QCSO Association announces the following part time, artistic opening:

CONCERT ORCHESTRA CONDUCTOR

JOB SUMMARY:

The Quad City Symphony Youth Ensembles Concert Orchestra Conductor is a part time exempt position.

As Concert Orchestra Conductor, they lead and oversee all artistic matters for the Concert Orchestra according to the advice and guidelines of the QCSYE Music Director (QCSYE MD), Education Committee (EduC), Director of Education & Community Engagement (DECE) and the Youth Ensembles Coordinator (YEC) including repertoire selection, spring placement auditions, seating auditions, and rehearsals.

The Concert Orchestra Conductor will report jointly to the QCSYE MD (artistic) and DECE (administrative).

JOB DUTIES AND RESPONSIBILITIES:

Musical Requirements

- The Concert Orchestra Conductor must have proven success as a music educator and conductor; have extensive knowledge of orchestral literature of their level orchestra; have intimate knowledge of the technical and musical problems the students will encounter in specific pieces; have experience teaching string and wind instrumental technique.

Artistic Responsibilities

- Collaborate with the QCSYE MD, EduC, DECE, and YEC in developing plans for the QCSYE including rehearsal schedules, concerts, program themes, and audience development.
- Conduct all rehearsals, performances, and special events of the CO. Requested absences may be approved by QCSYE MD and DECE.
- Select appropriate works to be performed considering the level of difficulty for the CO. Stay abreast of repertoire appropriate for youth instrumentalists; determine level of difficulty for current ensemble; ensure effective use of all orchestra players.
- Determine the individual rehearsal schedule required for the CO within the season schedule in collaboration with the DECE and YEC.
- Oversee and direct the placement audition process for all new and returning students by listening to each placement audition and selecting audition excerpts for CO.

- Determine the process for CO seating auditions and seating placements within each section and prepare seating charts for each concert cycle.
- Determine the stage setup to present the CO at its best acoustically and visually and communicate set up to the YEC.
- Inform guest conductors and sectional coaches of rehearsal priorities to ensure that each rehearsal and sectional furthers the progress of the ensembles.

Library

- Oversee the production of parts and scores including bowings and any additional markings for CO with all materials submitted to QCSO Music Librarian six (6) weeks before music is prepared for folders.
- Make requests to the YEC and QCSO Librarian for music purchases or rentals more than six (6) weeks before a scheduled rehearsal with the music, clearing in advance any transaction outside of approved budget.

Weekly Rehearsal and Concert Production

- Provide repertoire listing to YEC no later than six (6) weeks prior to the concert for printed programs.
- Ensure that all required equipment including, percussion lists, etc. required for rehearsals and performances is arranged with the YEC at least one week ahead of a scheduled event.
- Ensure that any written communication sent to QCSYE families is submitted no later than Tuesday morning to send to families.

Public Relations

- Nurture and maintain communication with area orchestra and band teachers serving as the orchestra's artistic liaison to the schools; develop a collaborative working relationship.
- Actively recruit new members for QCSYE.
- Help the organization develop and maintain a positive image in the community and beyond.
- Play a visible and active role in the community; promote the QCSYE by being available for public appearances.

General Responsibilities

- Communicate in a timely, complete, and consistent manner during the work week.
- Ensure clear and timely communication with orchestra members and parents regarding schedules, as well as expectations regarding attendance, participation, rehearsals, behavior and other appropriate rules and orchestra practices.
- Stay abreast of artistic activities in the orchestra field, youth orchestra field, and music education field; recommend to the QCSYE MD, EduC, ED, DECE, and YEC new activities that may advance the orchestra's objectives.
- Assist in creation and enforcement of all QCSYE policies and procedures.
- Follow and enforce rules and procedures set by host institutions for rehearsal and concert facilities.
- Inform the YEC and DECE of any personal absences as far in advance as possible and be responsible for securing an appropriate substitute if unable to meet the schedule of rehearsals.
- At all times while working on behalf of the QCSO, the conductor will behave in a professional, respectful, and appropriate manner within the guidelines of the QCSO

Employee Handbook. The conductor must comply with all appropriate federal, state, and local laws regarding sexual and other forms of harassment, and anti-discrimination.

Personal Characteristics

The Concert Orchestra Conductor must be enthusiastic and possess the high energy level necessary for working effectively with vital, active music students. They must also have high musical expectations for the QCSYE members coupled with humanity and empathy for them as students engaged in a physically, musically, and emotionally developmental process. Concert Orchestra Conductor must:

- be willing to make a large commitment to this program. The season is approximately 30-34 weeks of rehearsals and concerts from August through April.
- possess a basic understanding of developmental psychology to ensure they communicate and set expectations for students that are age appropriate.
- believe in the value of a youth orchestra program like that of the QCSYE and articulate the importance of each of the ensembles in the QCSYE program.
- possess leadership and management skills that will enable him/her to:
 1. organize a plan and allocate time and space for rehearsals,
 2. meet with conducting staff periodically, individually or in groups, to ensure consistency in musical expectations for all groups,
 3. be able to communicate effectively with students, parents, the public and the press on matters relating to the QCSYE,
 4. Write thank-you notes and student recommendations as appropriate.

QUALIFICATIONS:

- This position requires excellent interpersonal skills, the ability to relate to a diverse population, and the ability and willingness to model the mission and high standard of behavior of QCSO.
- Bachelor's Degree in Music or Music Education required, Master's Degree in Music preferred.
- Ability to work with limited supervision, prioritize work, and meet deadlines with a high degree of detail orientation and accuracy.
- Ability to work with a diverse group of colleagues, QCSYE students, QCSYE parents, QCSO musicians, and community members.
- Must be able to listen, hear, speak, read, write, climb stairs, bend, stoop, and stand for intermittently long periods of time.
- This job description is subject to change and is not designed to be a comprehensive listing of activities, duties or responsibilities that are required by the employee.
- Employment is contingent with passing a complete background check.

COMPENSATION: Compensation for this permanent part time position is competitive and commensurate with experience.

START DATE: May 14, 2025

APPLICATION PROCEDURE:

Please send a letter of intent and resume with three references* via email to: Chelsea Sammons, Director of Education & Community Engagement, no phone calls please. Review of applications will begin on March 1, 2025.

**References should include phone number and email. References will remain strictly confidential and will only be contacted after an applicant has completed at least one in-person interview. Do not include letters of recommendation.*

SELECTION PROCESS:

Applications will be paper-screened and those exhibiting superior qualifications will be invited as semi-finalists to an interview. Finalists will be selected for a second interview and rehearsal podium time in front of CO. The tentative in-person finalist dates will be Sunday, April 6. These dates are subject to change.

The QCSOA is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. The QCSO strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. QCSO believes that discrimination and harassment in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, all employment decisions at the QCSOA are based on merit, individual qualifications, and job requirements, without regard to age, color, creed, physical or mental disability (including HIV-positive status), gender identity (including transgender or transsexual status), national origin, pregnancy, race, religion, sex, sexual orientation, or any other characteristics protected under applicable federal, state, or local law. The QCSOA will not tolerate discrimination or harassment based on any of these characteristics.