



WESTBURY AND DISTRICT CHORAL SOCIETY

*MEMBER OF MAKING MUSIC, THE NATIONAL FEDERATION OF MUSIC SOCIETIES
REGISTERED CHARITY NO. 1028041*

Advertisement for Musical Director

Description of vacancy

Westbury & District Choral Society (Westbury Choral) wishes to recruit a new Musical Director from September 2025. The successful candidate will be an experienced, enthusiastic Musical Director who shares our love of great choral music and will bring their own energy, inspiration, and creativity to the choir.

About our choir

We are a friendly, amateur, non-auditioned mixed-voice (SATB) choir, with an increasing membership, currently around 40 singers. The choir was formed around 1925 and, whereas the emphasis has been on classical choral works, we have also provided the community with varied programmes encompassing different styles.

We currently perform two main concerts per year (Christmas and spring), plus occasional additional performances. We have a regular accompanist and rehearse on Wednesday evenings in Westbury, 19:30-21:30 between September and April. The choir usually takes a summer break, though there may be interest in continuing some singing activities over the summer in the future.

About the role/responsibilities

- In consultation with the committee and choir members, programme, plan, and schedule appropriate repertoire in a timely manner, within the allocated budget.
- Assist the choir librarian to obtain appropriate music.
- Liaise with accompanist(s) as necessary.
- Draw up appropriate rehearsal schedules.
- Prepare for and lead rehearsals, coaching the vocal and musical development of the choir as appropriate.
- Recruit orchestra, instrumentalists and soloists as required to support the choir's concerts and negotiate their payments within allocated budget.
- Prepare all expected costs of orchestra, instrumentalists, and soloists for approval of the committee.
- Liaise with soloists, instrumentalists and choir treasurer to facilitate payments.
- Prepare for and conduct the choir and hired musicians in dress-rehearsals and performances (concerts).
- Liaise with the concert manager / committee as appropriate.
- Advise committee on viable concert venues.
- Attend committee meetings.
- Prepare and deliver a Musical Director's report for the AGM.
- Prepare concert feedback for the choir and committee.
- Submit MD's invoices in a timely manner to the choir treasurer post-concert.

- Plan and prepare occasional 'Come and Sing' events as part of our ongoing recruitment drives, to attract other singers in our area (usually one or two per year).
- Undertake other duties commensurate to the role, as required.

Person Specification

Essential Criteria

1. Talented musician with an established record of choral and orchestral direction.
2. Excellent communication skills and a positive approach.
3. Can teach music effectively to a mixed group (from non-music readers to the very experienced).
4. Can connect with, encourage, and challenge the choir in a positive, supportive, and enjoyable way.

Desirable Criteria

1. Experience working with choirs at a high standard.
2. Experience in organisation and planning of events.
3. Experience in social media marketing / event planning
4. Experience in web design / maintenance

Salary/honorarium

The Musical Director is contracted on a freelance basis. The current honorarium is:

- £55 for each rehearsal (usually 15 per term i.e. 30-31 per year)
- £110 for each self-promoted concert (usually two per year).
- An addition of £20 is paid per rehearsal, should the accompanist be unable to attend.

Payment is made termly in arrears, upon receipt of an invoice.

How to apply

Please send your CV and supporting statement detailing your skills and experience and why you are interested in the role, along with details of two referees to our Chairperson, Allison Smith, at info@westburychoral.org.uk. We will only approach your referees if you are shortlisted.

The closing date is **17:00 on Saturday 2 November 2024**.

Shortlisted candidates will be informed by Wednesday 13 November 2024 and will be asked:

- To attend an informal interview with the recruitment panel on the evening of Tuesday 19 November 2024.
- To prepare a sample budget-based task prior to interview.
- To lead a choir rehearsal warm-up and piece of music unknown to the choir (maximum half an hour) on the evening of Wednesday 20 or Wednesday 27 November 2024 (TBC).

Subject to satisfactory references, the successful applicant will then be informed by 18 December 2024 ahead of taking up the post from 1 September 2025. It will be expected that preparation for programming the 2025/26 season will take place well ahead of September 2025. The award will be subject to a satisfactory DBS check and a probationary period of one year.

Further information about Westbury Choral is available on our website westburychoral.org.uk