



## **WESTBURY AND DISTRICT CHORAL SOCIETY**

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

### **Job Description for Musical Director (Freelance)**

- 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.