



## **Position Description: Music Director, Brisbane Chorale Inc.**

### **1. DETAILED JOB DESCRIPTION**

**Job Title:** Music Director

**Reporting** President  
**To:** Management Committee

**Salary:** Negotiable - remuneration by negotiation  
In setting the level of remuneration the Management Committee is cognisant of the constraints of its financial capacity, and it acknowledges that the level of remuneration may not be commensurate with that of comparable positions elsewhere in Australia. Consequently, the Management Committee will keep this matter under periodic review.

**Conditions:** Contracted for three years with possibility of renewal  
The position is part-time and the hours are variable

**Location:** Based in Brisbane  
May require occasional interstate or international travel

### **2. PURPOSE OF THE POSITION**

The Music Director, together with the Brisbane Chorale Inc. Management Committee, is responsible for the development and maintenance of the artistic standards and music direction of the organisation. The Music Director may be required to undertake other tasks and activities as required by Brisbane Chorale Inc. from time to time.

### **3. RESPONSIBILITIES AND DUTIES**

#### **3.1 ARTISTIC CONTRIBUTION**

- Provide strong artistic direction by way of research and development of interesting, varied and challenging concert programmes.
- Conduct all rehearsals for the Brisbane Chorale, or arrange for an appropriate substitute where necessary. The approximate number of scheduled rehearsals *per annum* is 46. The actual number of rehearsals and associated work will vary depending on concert programmes selected. If excessive additional rehearsal workload is an issue, the Management Committee and Music Director shall communicate about it before it arises.
- Arrange and conduct auditions for new membership in the Brisbane Chorale at the beginning of each year and as required throughout the year, and provide subsequent recommendation pertaining to membership to the Management Committee for decision. This does not attract additional remuneration.
- Arrange and conduct re-assessment for existing ordinary members once within the term of the contract, and provide subsequent recommendation pertaining to continued ordinary membership to the Management Committee for decision. Re-assessment may occur more frequently, if deemed necessary, in consultation with the Management Committee. This does not attract additional remuneration. The Music Director will discuss any difficulties with the Management Committee.

**Brisbane Chorale Inc.**  
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0402 088 192  
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Music Director Position Description  
Brisbane Chorale Inc. v1.0



- Arrange and conduct auditions and final assessment of students from Griffith University Queensland Conservatorium who elect to sing with the Brisbane Chorale as part of their Griffith University Queensland Conservatorium credit.
- Conduct concerts of the Brisbane Chorale as determined by agreement with the Management Committee.
- Act as chorus master of the Brisbane Chorale for concerts with other conductors and organisations.
- Prepare and conduct special fee engagements, where possible.
- Audition and select soloists, instrumentalists and other performers as required for performances.
- Develop vocal and music skills of the Brisbane Chorale.

### **3.2 ADMINISTRATIVE CONTRIBUTION**

All the following administrative contributions shall be conducted in collaboration with the Brisbane Chorale Inc. Management Committee.

- Liaise with management of external organisations (orchestras, institutions etc.) for development of working relationships. Promote the interests of the Brisbane Chorale in these dealings.
- Plan and develop an annual concert programme and other performances.
- Develop an ongoing plan to build the core membership of the Brisbane Chorale.
- Develop rehearsal and performance schedules.
- Take an active role in the preparation of grant applications and other means of financial development.
- Determine all aspects of rehearsal, performance and audition requirements (including detailed financial planning, venue, performers and attendance).
- Be readily available for consultation with members of the Management Committee on all matters pertaining to the operation of the Brisbane Chorale.
- Attend meetings and functions as required.

### **3.3 CONTRIBUTION TO STRATEGIC OUTCOMES**

All the following outcomes shall be achieved in collaboration with the Brisbane Chorale Inc. Management Committee.

- Work towards consistently high music achievement by the Brisbane Chorale in performances and the associated increase of public profile.
- High degree of stability, commitment and enjoyment amongst membership.
- Well organised yearly rehearsal and performance activities.
- Musically balanced and varied performance programmes, including Australian and contemporary works.

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Brisbane Chorale Inc. v1.0

- Vision for ongoing and long-term development of the Brisbane Chorale.

#### 4. EDUCATION & EXPERIENCE

Essential	Desirable
Degree with a Major in Music, or equivalent level of experience in directing choirs	Proven skills in the administration of music organisations

#### 5. PERSONAL QUALITIES & BEHAVIOURAL TRAITS

Essential	Desirable
High level of relationship management skills to build and nurture relationships with other organisations	Networks that could offer partnership and other cooperative opportunities
Excellent communication skills with membership and with external artistic and funding bodies	A strong reputation as a conductor, both choral and orchestral
Strong interpersonal skills - includes building effective relationships, positive interaction and effective problem solving	
Time management and organisational skills, especially when dealing with organising and taking rehearsals	
Thorough knowledge of choral repertoire	
Good leadership skills	

#### 6. RELATIONSHIPS

With	Purpose
1. President	Comment and advise on performance, programming and repertoire matters
2. Management Committee	Report, comment and advise on performance, programming and repertoire matters
3. External relationships	Consultation and negotiation with artists and representatives of arts organisations

Approved by Brisbane Chorale Inc. Management Committee on 22 August 2014.

Last reviewed on 22 August 2014.