MUSICAL DIRECTOR – IPSWICH HOSPITAL BAND

JOB DESCRIPTION

Qualifications/Experience

The Musical Director (MD) should possess one or more of the following: ATCL, ALCM, Dip. Music, BA Music, or have similar equivalent experience in musicianship and conducting.

Appointment

The Musical Director is appointed by the Board of Directors of the Ipswich Hospital Band Limited and receives an honorarium. This is reviewed annually.

Current Expense Allowance

- You will be paid £42.50 per rehearsal and concert/engagement attended.
- Mileage is available to claim for events which are more than 10 miles from St Peter's (IP4 1BF) at a rate of 45p per mile. This will be payable from either St Peter's or your home address, whichever is the lesser of the two distances.
- It is your responsibility to invoice the Band Bookkeeper at the end of each calendar month with full details of all claims. Payment will be then authorised by the Band Treasurer and paid directly by BACS.

Responsibilities/Functions

Rehearsals/Concerts

- Attend weekly rehearsals and as many concerts/engagements as you can. Please give adequate notice if you are unable to attend.
- Rehearsals take place every Tuesday night, from 7.30pm to 9.30pm with a tea break interval. Please note that when Ipswich Town are playing a football game at home on a Tuesday night, then rehearsals will finish earlier at 9.15pm.
- Direct the band in the performance and technique of musicianship.
- Provide for the musical interest and development of individual members.
- Ensure the final programme of music for a concert is submitted at least 4 weeks before the concert date. This will enable sufficient time for concert programmes to be produced and printed.

Absence

- If you are unable to attend a rehearsal or concert/engagement for any reason, please let the Chairman know as soon as possible so a deputy can be booked. This will normally be the deputy MD. You will need to ensure that any deputy is aware of the pieces you want rehearsing in your absence, and that the scores will be available to them. You will need to arrange with the deputy MD to collect or leave the scores at St Peter's by the Waterfront prior to the rehearsal.
- It is important that the Chairman is given as much notice as possible if you are unable to conduct at any of the Band concerts/engagements. In particular, for formal indoor concerts such as Remembrance and Christmas (which always

take place in St Peter's by the Waterfront) or any other concert, the deputy MD would choose the concert programme and needs to be permitted sufficient rehearsal time to prepare for the Concert.

Board Meetings

- Attend meetings of the Board of the Ipswich Hospital Band and submit a written report to the board prior to the meeting. If you have any matters that need to be raised at a Board meeting, these can be added to the Agenda of the Board meeting.
- Meetings are held five to six times a year.
- Concerts at St Peter's by the Waterfront are usually planned at the meetings of the Ipswich Hospital Band Board of Directors.
- Attend the AGM which is held in May and this is usually followed by a shortened rehearsal.

Band Membership

- Because of the popularity of joining the Band, we must implement a strict joining policy and we do have a waiting list.
- Liaise with the Board at all times on matters concerning membership.

Other responsibilities

- Liaise and consult with the Board on all matters relating to band policies, management, musicianship, music or membership issues.
- Liaise with the Band Librarian/Board regarding the management of the music library and distribution of music.
- Liaise with the Engagements Secretary about members' availability and advise on booking deputies, from either St Peter's Band or outside, so that there is a balanced band for every engagement and concert.
- Our Engagements Secretary will liaise with the MD regarding outside bookings for Ipswich Hospital Band.

Review

- Attend an annual review meeting with nominated members of the Board, so that any concerns that either party may have can be raised and discussed. The first review meeting will be 6 months after the appointment commences, and thereafter annually.