

---

*Music Director Duties*

---

**SKILLS:**

- Reading and writing music
- Accompanying on the piano
- Conducting
- Arranging
- Broad knowledge of instruments
- Hiring/casting experience
- Theater experience
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- Collaborating with creative artist with conflicting interests
- Communicating effectively with singers and actors
- Making quick adjustments to the score or performance when something isn't working

**DESCRIPTION:**

- Music Director sets the pace, schedule, and type of rehearsals needed for singers and develops the overall vision for the production's music.
- Reports to the Director and Production Director.

**PRE-PRODUCTION DUTIES:**

- BASECAMP: Successful productions will require that we connect and collaborate online via Basecamp. Please become familiar with this tool. Be prepared to share your process with us online by posting your research, art, and ideas for your team.
- The Music Director agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Collaborates with the Director, Choreographer and Production Staff from the beginning of the production process.
- Work with Scenic Designer, Director, and Production Director on required space needed for performances, such as orchestra pit vs. onstage combo, etc.
- Understands how songs and music serve a show's story, setting, drama and emotional context.
- Brings out those critical elements in high quality and consistent performances.
- Participate in all Production Meetings.
- Obtain budget for Musicians from Production Director.
- Selecting and hiring pit orchestra musicians with the help of the Assistant Music Director if there is one.

- Working with Production Manager on proper contracts for musicians.
  - Responsible for setting up the music rehearsal schedule and uploading to Basecamp for the Production Manager to reserve rooms.
  - The Phipps Center has several pianos and an electric keyboard for use. Requests for instruments should be made through the Production Manager as part of rehearsal dates and room set-ups.
- **AUDITIONS/PRE-REHEARSAL:**
- Leading the musical aspects of the audition process, helping cast actors and singers.
- **REHEARSALS:**
- Attendance at the Company meeting is required. Headshots will also be taken at this time.
  - Schedules and oversees separate music rehearsals for the cast and orchestra.
  - Updates the Production Manager, in writing, on any rehearsal changes on a timely basis (24-hour notice, minimum).
  - Accompanies on piano (unless there is a Rehearsal Pianist) rehearsals for full cast or small groups or the orchestra. Directs/conducts such rehearsals. Piano humidifier must be always plugged in; and piano must be covered with dust cover when not in use.
  - Keep rehearsal spaces clean and safe, communicating with Production Manager if there are any issues with rehearsal space.
  - Works with the instrumentalist or singers to shape and blend their sound to create a sense of ensemble and develop a unique musical interpretation.
  - Consults with the Sound Designer on technical aspects of the performance.
  - Read all rehearsal reports in Basecamp for updates. Respond appropriately.
  - Return communication with Production Department via Basecamp within 24 hours unless otherwise agreed upon.
- **TECH REHEARSALS:**
- Work with Production Director, prior to Tech Rehearsal, the desired set up and needs for orchestra or combo for both Sitzprobe / Sit-Sing and performances.
  - Shift Tech Rehearsal (if applicable):
    - Saturday Before Tech: 10am-4pm
    - Not required to attend.
  - Paper Tech:
    - Saturday Before Opening: 10am-Noon
    - Not required to attend.
  - Q2Q or Tech Run Rehearsal:
    - Saturday Before Opening: 1pm-2pm: Tech Training
      - Not required to attend
    - Saturday Before Opening: 1pm-9pm (End time depends upon complexity of show)
      - Not required to attend.

**DRESS REHEARSALS:**

- Sunday Before Opening: 1pm-4:30pm
- Monday-Thursday Before Opening: 6pm-9:30pm
  - Obtain headset from Stage Manager and be sure it is in proper working condition.
    - Be on headset and at your post 10 minutes prior to the start of the show.
    - Proper headset etiquette:
      - Respond to each standby from the Stage Manager by saying “Orchestra standing by.” To confirm to the Stage Manager that they have been heard.
      - NO talking during Stand Bys unless there is an emergency.
      - When directed by the Stage Manager to “Go”, press the <GO> button/start the shift/perform the necessary operation.
    - Return headset to Stage Manager at the end of each Rehearsal.
      - Ensure headset cables are neatly coiled up.
      - Ensure belt packs are powered off.
  - Follow the “Rehearsals” and “Tech Rehearsals” procedures listed above.
  - Attends all Dress Rehearsals.
  - Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
- Maintain a clean and safe working environment
- Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.

**PERFORMANCES:**

- Leads warm-ups before each show, conducting the orchestra from the pit in performance and holding occasional rehearsals to maintain consistency and incorporate notes from the Stage Manager.
- Ensure the musicians always keep a clean and safe area.
- Notify Stage Manager if there are any issues to add to the Performance Reports.

**STRIKE:**

- Clean the pit / combo area after the performance.
- Store away all music stand lights, extension cords, music stands, chairs, etc.
- Check in with Production Director before leaving.