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CONGLETON YOUTH ORCHESTRA

**MUSIC DIRECTOR**

Thank you for your interest in the position of Music Director with the Congleton Youth Orchestra.

The important role of Music Director of Congleton Youth Orchestra holds several key responsibilities which are intended to develop the young members fulfil their musical potential whilst playing with other like-minded and talented musicians.

Since the formation of the Orchestra in November 1994, the position of Music Director has always been at the forefront of the Orchestra’s development. The role has inevitably grown with the Orchestra over the years. Reporting to the Trustees of Congleton Youth Orchestra, which is a registered Charity, the Musical Director is responsible for all of the Charity’s music tutors, whether salaried or volunteers, and is to direct and manage them at all times.

Congleton Youth Orchestra currently has a membership of around 66 comprising Training Groups with little or no ability when they join us; an Intermediate Woodwind & Brass group along with an Intermediate String group with abilities ranging from Grade 1 – Grade 4. The Senior Orchestra ranges from Grade 4 upwards and currently comprises around 30 musicians.

The selection of music for the Senior Orchestra is the responsibility of the Music Director, taking the views of the Trustees and any concert sponsor into account as appropriate. The choice of music is to ensure that the training outcome for the members is in accordance with the aims of the Charity. Working with the other tutors, the Music Director is expected to agree the music to be played each academic term and ensure the Intermediate Groups are prepared musically to perform their section of each concert.

The Trustees require that the development and musical progress of each individual musician in the Intermediate and Training Groups is assessed regularly so that they may progress to a higher group as their experience advances.

The Music Director takes an active role in the development of the Orchestra and works with the CYO Recruitment Officer to attract new members. This includes liaison with local area Primary Schools.

The position holder attends any Advisory Group and staff meetings arranged from time to time by the Trustees. They also attend the Charity’s Annual General Meeting.

In normal times the Orchestra stages three public concerts a year usually in Congleton Town Hall performing a broad range of music from popular classical to music from film and stage. Traditionally, the Intermediates join the Senior Orchestra for two pieces, as well as playing two on their own, conducted by their own Tutors. During the pandemic it has not been possible to organise concerts and it is hoped that the concert planned for the end of March 2022 will be able to go ahead as scheduled. CYO were able to continue rehearsing online using Zoom from May 2020 until March 2021, so an ability to host online rehearsals or a willingness to learn is required.

Rehearsals take place every Saturday morning, during term time, at Trinity Methodist Church, Wagg Street, Congleton. Currently, the Senior Orchestra rehearses from 09.00am – 12.15pm with a couple of short breaks. The Intermediates who have their own Tutors, rehearse from: Strings - 9: 15 - 10.15, Brass & Woodwind 10:30 – 11.30am. Training Groups are taught in small groups, depending on numbers, for half hour sessions. After 12 months members of the Training Groups move up into the Intermediate Orchestra.

Congleton Youth Orchestra is administered by Trustees, assisted by an Advisory Panel made up of, local High School representatives, the Designated Safeguarding Officer, the Recruitment Officer, Orchestral Member Representatives, and the Staff.

Congleton Youth Orchestra is a member of Making Music, The Association of British Orchestras, and a partner group of The Love Music Trust.

**Further Details of the Role**

We are seeking an experienced musician to direct the Orchestra in order to develop the organisation and to further the skills and abilities of the young members whilst ensuring that rehearsals and concerts are an enjoyable experience. You will be expected to select suitable music for the Orchestra to perform (the Orchestra has its own fairly extensive sheet music library – see the website for a full list) and also to arrange music if necessary to cover some instrumentation where parts are not available. You should also maintain close links with the String and Woodwind Tutors to ensure they are kept informed of the proposed programme each term and to ensure that their music is appropriate.

The Orchestra owns a wide range of instruments which are loaned to members as part of the peripatetic instrument loan scheme.

You will be expected to attend the regular staff meetings, the AGM and any other special meetings that the Trustees may require you to attend.

We are looking for someone who has a track record of recent orchestral conducting experience and is used to working with young people, giving them advice and the motivation to succeed. You need to be reliable and committed to attending each Saturday morning (during term time).

Ideally you should live in relatively close travelling distance to Congleton to ensure that you arrive half an hour prior to rehearsals commencing so that you can prepare the room in readiness for a prompt start at 09.00am. You should also ensure that all equipment is returned into store safely at the end of each rehearsal.

You will be required to keep the Trustees fully informed of the progress of the Orchestra and attend a review at the end of each year. Our year runs in term time, from September through to July. There are no rehearsals during August.

You should be aware of the responsibilities in respect of the well-being, safety and security of the members and to conform to our Child Protection Policies.

Applicants will be asked to supply references as part of the application process.

This position is subject to the appointee gaining a satisfactory DBS check. Completion of a safeguarding training course will also be required to be undertaken on appointment.

**Further Information**

Interviews will be held at the beginning of January 2022 on a Saturday morning and will include candidates conducting the Senior Orchestra for a short time. The appointment commences in early 2022.

Remuneration for the position is based on the schedule of rehearsals throughout the year and will include an additional fee in respect of each end of term concert. The rehearsal fees include any music preparation time required.

The period of notice required for the position is one full term where the notice has to be received by the Trustees no later than the beginning of any term.

You will be engaged on a self-employed basis and will therefore be expected to account for your own income tax, VAT and National Insurance contributions if applicable. Fees are paid termly on presentation of an invoice.

Applications should be sent to: [chair@congleton-youth-orchestra.org.uk](mailto:chair@congleton-youth-orchestra.org.uk) by no later than **Monday, 20 December 2021**

More details about the Orchestra may be found on the website

[www.congleton-youth-orchestra.org.uk](http://www.congleton-youth-orchestra.org.uk)

If you wish to have an informal conversation with the Chairman, Andrew Adam, he may be contacted as follows:

Telephone: 07866 678252

Email: [chair@congleton-youth-orchestra.org.uk](mailto:chair@congleton-youth-orchestra.org.uk)

**Application Deadline: Monday 20 December 2021 CONFIDENTIAL**

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**Congleton Youth Orchestra**

# **Application form**

Application for the position of **Music Director**

## Your details

Name: 

Address: 



Postcode: 

Phone:  Mobile: 

Email: 

Education and training

Please give details:

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## Qualifications

Please give details:

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## Employment history

### Your current or most recent employer

Name of employer: 

Address: 

Postcode: 

Job title: 

Length of time with employer: 

Duties:

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### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

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## Supporting statement

Please tell us why you applied for this position and why you think you are the best person for the job. Please tell us about your musical experience.

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## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Interviews will include conducting the Orchestra for a short period.

Disabilities:

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Are there any Saturday mornings when you will not be available for interview?

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If your application is successful are you available from January 2022? If not when could you be available from?

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## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

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### Referee 2

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## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: 

Signature: 

Date: 

Congleton Youth Orchestra select all candidates for interview based on their skills, qualifications and experience.

In line with the requirements of the Congleton Youth Orchestra’s Safeguarding and Child Protection policies, the Charity recognises that it has a responsibility to promote the welfare of all children, young people, and vulnerable adults. It is committed to safeguarding the wellbeing of its young members, staff, and volunteers that it comes into contact with and to protecting them from harm.

Congleton Youth Orchestra undertakes not to discriminate unfairly against anyone who is subject of a criminal record check on the basis of a conviction or other information revealed.

**This application is to be submitted by Monday 20 December 2021 to:**

**chair@congleton-youth-orchestra.org.uk**