

**JOB DESCRIPTION: BDAO Music Director****Part Time/Seasonal****Gross salary: \$4000 per season (\$1000 per performance, see below)****Reports to: Board of Directors****About us:**

The Beaver Dam Recreation Orchestra was founded by Mr. Glenn Wood in 1954 as part of the City of Beaver Dam's recreation department and became incorporated in 1988 as the Beaver Dam Area Orchestra. The BDAO has an active musician roster of over 80 talented individuals from 25 different communities. The BDAO rehearses once per week September through April and performs four free and open to the public concerts in the Beaver Dam High School Auditorium. Concerts in November and April feature a variety of musical styles, with a December date for a family holiday concert, and a longer holiday program in the evening. We have a scholarship fund to support the high school students who participate in the orchestra.

**About you:**

You enjoy working with talented volunteer musicians, and running rehearsals. You thrive on the challenge of bringing a full orchestra together, interpreting music and finding ways to enhance concerts with unique soloists or other artistry. You can command a room, but believe making music should be fun. You have experience as a teacher, director and conductor of music, and can demonstrate your familiarity with brass, winds, percussion and strings. You enjoy interacting with the audience come concert time.

**Job duties:**

- Direct all rehearsals and concerts, select music for concerts appropriate to the skill of the musicians.
- Hold auditions as needed, seat players according to talent and maintain roster. Encourage the development of soloists and ensembles. Update the website with current roster, and communicate with members via email and website posts.
- Choose concert dates, book concert venue, secure guest artists and sound technician.
- Keep concerts to approximately 1.5 hours, from announcements to conclusion.
- Make financial decisions within approved budget for music and soloists.
- Serve as a member of the scholarship selection committee, and coordinate scholarship application process with student members.
- Provide an electronic copy of program materials at least 6 weeks prior to concert dates.
- Publicize concert through Community Comment radio show, distribution of posters to musicians, and word of mouth.
- Maintain orchestra music library: organize, distribute, collect, order.
- Arrange for an MC to be present at each concert (often a board member or patron)
- Prepare and send a report to the board for each board meeting, attend board meetings as required by the board (usually once per month during the season, attendance usually requested not required)

Interested candidates should submit a letter of interest summarizing relevant experience to:

Kevin Luebke, Vice President of the Board of Directors

[kevin.d.luebke@gmail.com](mailto:kevin.d.luebke@gmail.com)

Please submit your letter of interest on or before August 15th. Initial screening will be on this date; applications will continue to be accepted until the position is filled.