

**Oklahoma Community Orchestra**  
**Music Director & Conductor**

okorchestra.org/application

Edmond, OK

Annual Contract Position

POSTING DATE: April 24th, 2024

CLOSING DATE: June 1st, 2024

Job Posting for **Music Director & Conductor** at **Oklahoma Community Orchestra**:

The Oklahoma Community Orchestra (OCO) Board of Directors, upon the loss of our beloved friend, Music Director & Conductor Dr. Irvin “Doc” Wagner, now welcomes nominations and applications for the position of Music Director & Conductor, available beginning with the 2025-2026 season with the potential option to conduct additional concerts in the 2024-2025 season.

**The Position:**

The Music Director shall be the principal conductor and will be an independent contractor selected by the Board of Directors and shall be contracted for no more than one concert season at a time with contract renewal to be approved by the Board of Directors. The Music Director shall be responsible for selecting the concert literature for the upcoming season and providing said selections to the President in a timely manner for use in grant writing. The Music Director shall be a non-voting member of the Board of Directors. The Music Director shall be responsible for conducting the orchestra, leading rehearsals and performances. In the event of the Music Director’s absence, the Music Director shall ensure a suitable substitute shall be available. The Music Director shall also assist in the promotional activities of the orchestra, give interviews to media, and otherwise promote the orchestra.

The orchestra’s technical capability, coupled with the community’s enthusiasm for the performing arts, makes this position an ideal opportunity for a talented and motivated conductor to thrive in a supportive and rewarding artistic environment.

**Candidate Profile:**

The candidate must be 18 years of age or older at the time of application. The ideal candidate will possess the following: exceptional musicianship and conducting skills; significant conducting experience, including work with professional, semi professional, and amateur musicians; knowledge of a broad range of repertoire; strong interpersonal, leadership, and communication skills; vision, passion, and the ability to make symphonic music relevant and exciting for existing and new audiences through both traditional and innovative means. Previous or current music directorship or comparable experience is preferred.

**Musical Responsibilities:**

- Coordinate with the Librarian and President on the purchase or rental of scores and parts, subject to approval by the Board of Directors.
- Stay abreast of repertoire for instrumentalists choosing repertoire appropriate to the group; ensure the effective use of all orchestra members.

- Conduct all rehearsals and concerts as agreed by contract.
- Exercise leadership in developing the total artistic quality of the orchestra. Maintain efficient use of rehearsal time and a collaborative rapport with orchestra members.
- Collaborate with the Board President and Board of Directors in developing long-range artistic plans for the orchestra such as: subscription concerts, special concerts, chamber ensemble programs, tours, etc.
- Select works to be performed and determine the number of rehearsals and type of rehearsals (sectionals, etc.) required. Assist Board of Directors with selection of season guest artists and Young Artist Competition judges, as needed.
- Assist Young Artist Chair with and judging for Young Artists Competition; establish musical criteria or expectations.
- Determine the stage setup to present the orchestra at its best acoustically and visually; collaborate with Personnel Manager, Properties Manager, Board President, and/or venue technical support staff in arranging for any special musical needs.
- Exercise leadership in developing the total artistic quality of the orchestra.

**Non-Musical Responsibilities:**

- Assist the Board of Directors as liaison with schools and community music educators to develop a collaborative working relationship.
- Assist the Board President and Board of Directors by playing a visible and active role in the community; help develop the overall public image of the orchestra in the community and beyond.
- Assist in the general promotion of the orchestra by being available for public appearances for ticket campaigns, fund drives, etc.
- Stay abreast of artistic activities in the orchestra field; recommend to the Board President and Board of Directors new activities that may advance the orchestra's objectives.
- Assist the orchestra in the development and implementation of a recruitment program.
- Participate with the Board of Directors and orchestra members in activities intended to increase the exposure, opportunities, and funding of the OCO. All fundraising and recruitment activities must be approved by the Board of Directors.
- Strengthen the voluntary culture of the orchestra institution by working with Board Members, orchestra members, patrons, and other volunteers on special projects designed to benefit the orchestra.
- Attend and participate in Board meetings as a non-voting member and provide input on artistic activities as needed.
- Perform other duties as assigned by the President of the Board.

**About the Orchestra:**

The Oklahoma Community Orchestra (OCO) was founded through a desire shared by musicians in the Greater Oklahoma City area to promote the performing arts, provide quality performances of symphonic literature at a nominal charge to the community, and exercise and maximize the artistic skills of those performing in the orchestra.

The orchestra was formed in 1984 through the Chamber Music Division of the Oklahoma City Ladies Music Club. It is now a nonprofit organization supported both by member dues and by donations from individuals and organizations. Status as a 501(c)3 organization was approved in 1987. After rehearsing at Oklahoma Christian University (OC) for several years, the orchestra was invited to serve as the "Orchestra-in-Residence" at Oklahoma

Christian University in 1995. While both institutions retain their own independent identities and leadership, this relationship has been mutually beneficial to both organizations. OC provides the rehearsal space, concert halls, stage manager services and related concert expenses, and also allows the orchestra use of the school's percussion instruments, chairs, stands, risers, and shells without charge. Having the orchestra in residence at OC attracts new audiences and members of the community to the OC campus and enhances the quality of life for area residents as well as members of the OC college community and its students.

Approximately 75 musicians perform in the orchestra. The roster includes professional musicians, business professionals, former high school and college orchestra members, a limited number of students from OC and other colleges, independent music teachers, and instrumental music teachers from the public schools and area universities. The orchestra members are volunteers, unpaid both for the weekly rehearsals and for the four to six concerts performed each season. Each member pays \$50 in dues annually to participate in the orchestra. An independent Board of Directors is elected to set policy and manage the needs of the organization. Board members serve without any compensation for their services.

Although most performances are at Oklahoma Christian University, the Oklahoma Community Orchestra performs at least one concert per season at other venues within the Greater Oklahoma City area.

Orchestra members rehearse at OC each Monday evening from 7:30-9:45 pm throughout the concert season.

#### **Compensation:**

From \$1,500 to \$2,000 per concert cycle (5 concert cycles per season), commensurate with experience and qualifications.

#### **Application Instructions:**

Applications must include:

- Your name, address, phone number, and email address
- A personal letter of interest (maximum 1 page) from the candidate explaining their interest in the OCO Music Director & Conductor position;
- A resume of 1-2 pages maximum;
- 3-5 examples of programs conducted by the candidate (please DO NOT submit a repertoire list);
- Names, phone numbers, and email addresses of at least four professional references, two of whom are orchestral musicians;
- Links to online videos or upload of videos to Google Drive or similar of the candidate conducting, with a maximum total duration of 30 minutes (minimum 10 minutes) and with a preference for multiple selections that show differing periods and styles;

#### **Application Process:**

- Following the June 1st, 2024 deadline, all applications will be reviewed by the committee and semifinalists will be selected. Semifinalists will then be scheduled for an interview with the committee.
- From the semifinalist group, finalists will be selected. All finalists will have the opportunity to rehearse with the orchestra (six to seven full orchestra rehearsals and one dress rehearsal) for one performance of a complete concert during the 2024-2025 season. Concert repertoire and program will be selected by each finalist, subject to approval by the Board of Directors. A list of items within the OCO library will be provided to all finalists.

- The finalist selected as the next Music Director & Conductor will be contacted as soon as possible following the conclusion of all finalist concerts and will be publicly introduced at the concluding concert of the 2024-2025 season.
- Upon acceptance, the incoming Music Director & Conductor will prepare the 2025-2026 concert season repertoire to be announced at the concluding concert of the 2024-2025 season.

Please submit all materials electronically as individual PDF files. By applying, the candidate gives OCO permission to contact all references listed in the application materials.

The deadline to submit an application is **June 1st, 2024**. Kindly submit your application and materials to OCO via Google Forms (documents will be uploaded to Google Drive): <https://forms.gle/thRFPRq7G3BoqEgy5>. If you have any questions, please reach out to OCO via email: [okcommunityorchestra@gmail.com](mailto:okcommunityorchestra@gmail.com).

*Oklahoma Community Orchestra is an equal opportunity employer.*

Job Type: Contract

Pay: From \$1,500 to \$2,000 per concert cycle (5 concert cycles per season)

Ability to commute/relocate: Edmond, OK (73013). No compensation provided for relocation or commuting.

Work Location: In person