



*Music Association
of Minnetonka*

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Artistic Director and Principal Conductor

Summary

Reporting to the Board President, the Artistic Director and Principal Conductor is the artistic leader for the Music Association of Minnetonka (M.A.M). In this role, he or she is the primary creator of, and the advocate for, M.A.M.'s artistic vision and serves as the leader of its artistic staff. This part-time position requires approximately 20 hours per week in M.A.M.'s offices at the Arts Center on 7 in Minnetonka, MN. In addition, the Principal Conductor leads one or more of M.A.M.'s performing ensembles.

Responsibilities

Artistic Leadership

- Inspire, articulate and implement the mission and artistic vision of M.A.M. across all ensembles.
- Advise on musical direction of each ensemble within M.A.M. Review initiatives and plans with ensemble directors/conductors at least one time per season.
- Mentor M.A.M. music conductors, especially new hires. Look for opportunities for cross-ensemble collaboration and guide those opportunities with the appropriate personnel.
- Supervise and coordinate the efforts of conductors, assistant conductors and accompanists in music programming. Work with Operations Director to manage other related business matters as needed.
- Over time, collaborate with board and staff to develop new programs that attract new members and grow audiences.

Principal Conductor

- Conduct at least one M.A.M ensemble. At present, the available options for new staff are: the Symphony Orchestra, the Symphony Chorus or the Chamber Choir.
- Plan and coordinate joint ensemble performances. Identify repertoire and conduct performances, as appropriate.
- Coordinate concerts shared by multiple ensembles.

Administrative Leadership

- Work with other ensemble conductors on an annual basis to determine growth/sustainability plans for each ensemble.
- Partner with Board President and Operations Director in annual review of M.A.M.'s strategic plan and goal setting for the upcoming fiscal year. Help implement that strategic plan.
- Participate in annual budget review and planning process. Oversee ensemble budget(s).
- Hire contracted artistic staff, including conductors, accompanists, principal musicians. Collaborate with staff and/or ensemble members as appropriate. Work with staff to ensure thorough on-boarding of new staff employees.
- Contribute written assessments for annual reviews and perform in-person reviews with Operations Director.
- Manage performance schedule for your ensemble (e.g., dates and venues) and help office staff coordinate M.A.M. performance schedule to ensure unified messaging and cohesion at the organizational level.

Music Association of Minnetonka
The Community Destination for All Who Love Music
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Communication

Internal

- Build a collaborative environment in which the members feel connected to their ensembles and the organization.
- Coordinate and review ensemble planning with each director and a board representative at least 3-4 times annually with youth choir directors and 1-2 times annually with adult ensemble directors/conductors.
- Act as major decision-maker for artistic issues that may arise between ensembles and their members or across ensembles within the organization.
- Advise and provide updates to M.A.M. Board of Directors as needed.
- Attend M.A.M. Board meetings one evening per month as a non-voting staff member.

External

- Maintain strong working relationships with the school district and City of Minnetonka employees and officials.
- Serve as primary liaison with other music organizations and significant fundraising partners.
- Positively represent M.A.M. in interactions with community, general public, participants, parents and volunteers.

Skills and Experience

- At least 10+ years conducting experience in your area of expertise (e.g., adult orchestras, adult choirs or youth choirs).
- Previous experience managing multiple ensembles in an organization; thorough understanding of the considerations and issues in conducting ensembles not in your area of expertise.
- Strong organizational skills.
- Strong interpersonal and communication skills.
- Ability to foster a collaborative environment where artists work as part of a musical community.
- Ability to approach repertoire selection and concert performances in innovative ways that engage performers and audiences.
- Bachelor's degree in music required, advanced degree in music preferred.
- Basic PC Skills: Microsoft Word, Excel and Power Point

Selection Process

Please submit a letter of interest and resume to the Music Association of Minnetonka, attn.: Julie Huber, Operations Director, 18285 Highway 7, Minnetonka, MN, 55345. Selected candidates will be contacted for interviews and for an audition period with the appropriate ensemble (6-8 week commitment with a stipend).