



MUSIC DIRECTOR –PRODUCTION OF THE SECRET GARDEN POSITION DESCRIPTION & APPLICATION INSTRUCTIONS

STAGES seeks a talented and enthusiastic **Music Director** for our upcoming production of *The Secret Garden*. This is a part-time position requiring work on some nights and weekends. Regular weekday work (see schedule below) would begin in mid-March, and conclude when the performances close on Sunday, June 3, 2012. Please review the expectations and requirements carefully before applying:

Music Director RESPONSIBILITIES:

- Work alongside Director/Choreographer and other production team members to provide full musical direction for the STAGES Spring Musical Production of *The Secret Garden*. This cast will be made up of two groups – the “main cast” of students ages 10-18, and the “apprentice cast” made up of students ages 7-9. Music Director rehearses both groups separately until tech week when both casts are united for the final rehearsals and performance weekend.
- Teach voice parts and accompany auditions and all rehearsals for both the Apprentice cast and the Main cast.
- Work with STAGES Management to assemble, hire, and lead/conduct orchestra of 4-6 professional musicians.
- Manage the load-in and “strike” of orchestra pit, including (but not limited to) transportation of STAGES musical equipment/instruments, collection of and erasing of orchestra scores, etc.
- **Uphold the STAGES philosophy of “Happy Kids Make Great Theater” by always putting the happiness of STAGES students first. Finding the right balance between making the process firm/challenging and fun/exciting.**

Applicant also acknowledges that **all** STAGES production team members are automatically considered to be teaching artists and may be asked at any time to assist with supervision or education of STAGES students, as it pertains to his/her area of expertise, and as it falls within the **reasonable scope of the mission of the company and parameters of the position.**

Music Director QUALIFICATIONS AND EXPECTATIONS:

- Applicant must be a passionate, deft and technically proficient piano accompanist. Must sing well enough to teach parts.
- Applicant must have **strong leadership skills**, including the ability to communicate confidently and appropriately with adults and students. Desired leadership traits also include diplomacy, tact, sense of humor, flexibility, initiative and passion/enthusiasm for the task at hand. These skills will enable excellent classroom management, and leadership of the professional orchestra musicians.

- Applicant must have **excellent time management skills**. Applicant must teach all parts and have all music sufficiently rehearsed prior to the final tech week rehearsals.
- Applicant must have his/her own reliable transportation, and be willing to travel to and from the STAGES Studio (24 Mosher Street/South Portland), and St. Lawrence Arts Center (76 Congress St/Portland)

STOP! IMPORTANT! Applicant must demonstrate a willingness to work collaboratively with the STAGES production team, and a passion or strong interest in the area of youth theater. **If you are not interested in working for or around children, DO NOT APPLY.**

Music Director SCHEDULE REQUIREMENTS:

STARTING MARCH 20, 2012

- Tuesdays 5:00-6:30PM (MAIN CAST REHEARSAL)
- Thursdays 4:00-4:45PM (APPRENTICE CAST REHEARSAL)
- Thursdays 5:00-6:30PM (MAIN CAST REHEARSAL)
- Evening Tech Rehearsals as follows:
 - May 29, May 30 and 31 (exact times TBD)
- Performances Weekend (hold entire weekend, exact schedule TBD)
 - June 1-3 (times TBD)

COMPENSATION/BENEFITS

STAGES provides a pleasant, friendly, supportive working environment for collaboratively-minded theater artists interested in working with/for student theater endeavors. We are a young company with an untarnished reputation for high quality, and excellent customer (students and their parents!) satisfaction.

The part-time **Music Director** job opening is paid position. The Candidate is an employee of STAGES. This work does NOT fall under the umbrella of "Independent Contractor" work. STAGES will as necessary provide the tools, budget, and support staff needed to execute the work.

The salary/stipend for this position is competitive. Details will be made available upon application/request.

APPLICATION OVERVIEW/DETAILS

Application Process: Please send the following materials to STAGES:

- a current resume/c.v. that demonstrates the full breadth of your skills relevant to the position listed above. (and please include other skills that may be of interested to a youth theater company!)
- A list of at least two references that can vouch for your ability to execute all functions listed for the position above.

These materials should be sent via email to stacey@stagesacademy.com. You do NOT need a “formal” cover letter, but please DO take the time to write a short note in the body of your message, indicating your level of interest, and bringing any questions or concerns to our attention.

Application Deadline: STAGES wants to fill this position as soon as possible. Applications will be accepted immediately, and the application process will CLOSE on Monday, January 30, or whenever a suitable applicant has been hired – whichever comes first. **Applications will be reviewed on a rolling basis with the goal of hiring this position by early-mid February.**

Please only apply for posted opportunities, and include only the information requested.

THANK YOU SO MUCH FOR CONSIDERING THIS JOB OPPORTUNITY WITH STAGES: THE PERFORMING ARTS ACADEMY FOR KIDS! For more information about our company, please visit our website at www.stagesacademy.com, call (207) 699-3330 or email inquiries to Co-Owner/Director Stacey Koloski at stacey@stagesacademy.com