



Job Title: Assistant Conductor

Department: Artistic

FLSA status: (exempt or nonexempt) Exempt

Date prepared: August 12, 2021

Approved by: Philomena Duffy

SUMMARY

Conduct concerts and rehearsals of the Kansas City Symphony as assigned. Develop and conduct education programs and concerts. In the role as cover conductor, attend selected rehearsals and concerts in order to prepare for unexpected conducting duties and/or provide additional assistance or advice. Assist and advise the Music Director and Management team on artistic matters. Serve as an ambassador for the KCS to help sustain its role as a major cultural entity in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following:*

- Conduct rehearsals and concerts as assigned. Typical concerts may include, education, Family Series, specials, films, pops, holiday programs, and community concerts.
- In the role as cover conductor, assist the Music Director and guest conductors at selected rehearsals and concerts as assigned.
- Collaborate in preparing and conducting educational concerts and programs, including planning and working directly with the Education Department and other representatives of the schools. Education series includes conducting concerts performed by the Kansas City Symphony in the Kauffman Center, occasional concerts in schools and other in-school presentations.
- Develop programs for designated concerts, series and special events. Collaborate with the Music Director, Chief Operating Officer, Vice President of Operations, and the Manager of Artistic Administration when appropriate in planning and selecting themes, repertoire and soloists. Assist in the preparation of budgets by providing information regarding music, extra musicians, instruments and rehearsal orders, with careful attention to deadlines.
- Prepare and host pre and post concert talks including Concert Comments, co-hosting a local classical radio show, and events at Symphony House before and after Classical series concerts.
- Assist the KCS management, Music Director and guest conductors with duties as requested which could include: evaluating artistic issues, evaluating soloists, reviewing scores, providing information necessary for the preparation of rehearsal/performance schedules, stage set up, and marking parts.
- Assist with media, such as recordings and streaming.
- Represent the KCS in the community appearing on behalf of the Orchestra as requested. Act as a resource and frequent host for pre-concert talks and other audience development/education programs.
- Other duties as assigned.

OTHER CONSIDERATIONS:

While this is a full-time position, management of the KCS understands that guest conducting opportunities will arise and the Assistant Conductor will be allowed a reasonable amount of time off to take advantage of these engagements, which shall be mutually agreed upon between the Assistant Conductor and Music Director. To the extent these engagements conflict with assigned KCS concerts and rehearsals, compensation will be adjusted appropriately but employment benefits will continue at the level of all other full-time employee benefits. It is expected that the Assistant Conductor will establish primary residence in Kansas City.

All employees are required to receive the Covid-19 vaccination, unless a reasonable accommodation is approved. This includes full-time and part-time staff, full-time and part-time musicians, substitute musicians, extra musicians, conductors, stagehands, and any other person employed in any form by KCS.

INTERPERSONAL CONTACTS:

INTERNAL: Music Director, Musicians, CEO, Operations staff, Education staff, other staff and Board members

EXTERNAL: Guest artists and conductors, audience members and donors

CONTENT OF CONFIDENTIAL INFORMATION: Future programming, guest artist fees.

SUPERVISION: General direction with broad latitude as to method and focus.

COMMENTS: This is a full-time, exempt position with eligibility for all full-time staff benefits.

TO APPLY:

Please submit your resumé, link(s) to conducting video clip(s) not exceeding 15 minutes in total, a one minute video introducing yourself, and the contact details for two references to:

Philomena Duffy, Vice President of Operations, at
pduffy@kcsymphony.org

The audition will be held on Monday, November 1st and Tuesday, November 2nd, 2021.

The Kansas City Symphony is an equal opportunity employer and is committed to creating and supporting a diverse staff.