



## **JOB DESCRIPTION MUSICAL DIRECTOR**

The Musical Director will possess the ability conduct the musical ensemble being used for the show, while helping to instill in the children a love of theatre, an excitement for performance, and a willingness to collaborate. He/she must possess excellent communication and organizational skills, must be self-motivated, efficient, and creative. Experience working with children is especially important.

The following are the duties and responsibilities of the Musical Director:

- The Musical Director will participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Musical Director, Set Technician, Costume Designer, Prop Master, CTOC's Administrator and the 1<sup>st</sup> Vice President of CTOC's Board of Directors (or the 1<sup>st</sup> Vice President's Designee).
- The Musical Director will meet with the Director prior to auditions to discuss the Musical Director's responsibilities and duties for the show.
- The Musical Director will attend all auditions. Cast selection decisions will be by the Director.
- The Musical Director will attend callbacks, if deemed necessary.
- The Musical Director is required to attend all rehearsals that require music and all performances.
- The Musical Director is responsible for all musical accompaniment for the production.

During the production, the Director's contact for all issues related to the production is CTOC's 1<sup>st</sup> Vice President (or their Designee). The Musical Director will be compensated in the amount of \$1000.00 to be paid in three equal installments

## **EQUAL OPPORTUNITY EMPLOYER**

CTOC is an equal opportunity employer. CTOC's policy is to afford equal employment opportunities to qualified individuals without regard to race, color, religion, national origin, ancestry, citizenship, marital status, veteran status, physical or mental disability,

sex, sexual orientation or age and to comply with applicable laws and regulations. All employment decisions will be consistent with the principle of equal employment opportunity.