

Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 Fax: 914-723-0036
www.hbms.org • email: hb@hbms.org

Director of Orchestral Programs (PT)

Job posting: April 3, 2024

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School's Mission is to inspire and develop each student's potential through excellence in music education with a commitment to creativity, collaboration, and community. Its vision is to enrich lives and create community through music.

The School serves over 800 students spanning all age groups, hailing from 50 municipalities across Westchester. Additionally, it extends its reach to another 250 students through partnerships with various community organizations and social service agencies across the county. Its esteemed faculty of 75 members includes some of the most distinguished educators in the region.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz music; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; ensembles including orchestras, choirs, chamber music ensembles, and jazz bands; masterclasses by world-renowned artists; scores of workshops, recitals, and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a summer music and arts program.

ABOUT THE HOFF-BARTHELSON MUSIC SCHOOL ORCHESTRA PROGRAM

The HBMS Orchestra Program includes three ensembles – the Young People's Symphonette, the Chamber Orchestra, and the Festival Orchestra.

The Festival Orchestra (FO) is a full symphonic orchestra for students at advanced levels of technical ability and musical artistry. Members of the orchestra are selected by audition. Positioned as the pinnacle of the School's orchestral program, the Festival Orchestra is renowned for its commitment to excellence across repertoire curation, ensemble sound quality, and high educational and artistic standards. The FO rehearses from September through May and performs three concerts each year; two of the concerts feature soloists, one from the School's world-class faculty and the other the winner of the School's Concerto Competition. Members of the FO receive valuable instruction through regular sectional rehearsals conducted by HBMS faculty members, along with specialized coaching sessions provided by members of the prestigious NY Philharmonic each spring. Additionally, the Orchestra provides its members with the chance to rotate seating positions within their sections, promoting a diverse learning experience. Additionally, leadership roles such as concert masters and section leaders undergo rotation for each concert performance, fostering a collaborative and inclusive atmosphere within the ensemble.

The Chamber Orchestra is an intermediate string orchestra for students in grades 6-10 that performs original masterworks from the Baroque through the 20th Century as well as professionally arranged works from the classical canon. Advanced students may be given solo opportunities throughout the year. Participants benefit from regular sectional rehearsals with members of the HBMS faculty and guest teaching artists. **The Young People's Symphonette** is a beginning orchestra for string players in grades 2-6 that performs arrangements of classical masterworks along with well-known Broadway, movie, pop music. The Symphonette does not require a formal audition. The Chamber Orchestra and Young People's Symphonette enjoy performing three concerts during the year and participate in annual off-campus special events.

POSITION DESCRIPTION

Reporting to the Dean, the Director of Orchestral Programs provides vision, leadership, artistic direction, and supervision to the Festival Orchestra and to the HBMS Orchestra Program. The Director engages effectively and positively with students,

families, faculty, and staff to develop, maintain, and assess the School's orchestral training program ensuring that it meets stakeholder needs while providing educationally and artistically rich, rigorous, and rewarding experiences to its participants. The Director manages the Orchestra Manager position and serves as the conductor and artistic director of the Festival Orchestra, leading weekly rehearsals, and performances.

ARTISTIC & EDUCATIONAL AREAS OF RESPONSIBILITY

- Develop and articulate the artistic and educational vision for the HBMS Orchestra Program including the Festival Orchestra.
- Collaborate effectively with the School's orchestra directors and private studio instructors to optimize students' orchestra experience, and to ensure maximum accessibility to the program.
- Serve as the conductor of the Festival Orchestra for all auditions, rehearsals, performances, and outreach events.
- Develop and train students' reading, rehearsal, and performance skills in independent part learning, ensemble playing, and performance.
- Grow students' love for orchestral music and performance through involvement, listening, and understanding.
- Expand students' repertoire literacy beyond traditional orchestral repertoire exposing students and audiences to diverse and lesser-known composers.
- Schedule, plan, and participate in auditions for the School's orchestras. In collaboration with orchestra conductors, evaluate student abilities, assign appropriate ensemble, determine seating rotations, and monitor rosters.
- Collaborate with the Dean and faculty to assess the HBMS Orchestral Program.

ADMINISTRATIVE AREAS OF RESPONSIBILITY

- Lead and personally engage in recruitment and public relations initiatives designed to grow HBMS Orchestra Program.
- Work with the Executive Director, Dean, and Faculty Council to develop strategies to engage effectively with faculty to ensure that the HBMS Orchestral Program is optimally aligned with the needs of students and the School.
- Coordinate and engage guests, sectional coaches, ringers, and subs as needed in consultation with the Dean and Executive Director.
- When necessary, and in consultation with the Dean and Executive Director, secure qualified substitute conductors in advance and prepare the substitute before the rehearsal.
- Coordinate with Student and Faculty Services staff on all music related issues including rentals, purchases, and markings, and ensure the timely return of any rented or borrowed scores.
- Provide the Manager of Special Events, Director of Marketing, and Student and Faculty Services staff with program, ensemble, and composer information as needed for concert programs, promotional materials, and the HBMS website and social media.
- Determine the orchestra's stage set-up and communicate it timely to the Manager of Special Events.
- Communicate regularly with students, families, Faculty Council, faculty, and staff regarding educational, artistic, rehearsal, and performance information.
- Plan, coordinate, and execute a new offering, the FO Concerto Competition, with Dean, Executive Director, Manager of Special Events and Student and Faculty Services Staff.
- Plan, coordinate, and execute potential national and international tour opportunities with the Executive Director, Dean, and Manager of Special Events.
- Plan, coordinate, and execute an annual FO retreat with the Executive Director, Dean, and Manager of Special Events.
- Maintain program records, as necessary.
- Provide input to the annual budget process including staffing requirements, special equipment, instrument or music needs, and programming budgets.
- Adhere to the School's Code of Conduct and complete the mandatory training provided by the School on Preventing Discrimination and Harassment in New York.

QUALIFICATIONS

Education

Bachelor's degree in music or music education required, master's degree in orchestral conducting or equivalent professional experience preferred.

Experience

- Professional experience in orchestral conducting including leading youth orchestras.
- A record of excellence and innovation in orchestral conducting and related instructional activities.

- Broad knowledge of orchestral repertoire, including repertoire particularly well-suited to the needs and abilities of developing orchestral players.
- Deep understanding of, and sensitivity to the needs of high-performing youth musicians.
- Professional experience working in pre-college or community arts education, or a related field.
- Demonstrated success in program management, event planning, and community outreach.
- Strong leadership and time management abilities.
- Ability to give clear instructions and make decisions under pressure.
- Ability to problem solve and work independently.

Key skills and traits

- Shares the School's mission to inspire and develop each student's potential through excellence in music education with a commitment to creativity, collaboration, and community.
- Passionate collaborative artist who communicates a deep love of music in her/his work with students and colleagues.
- Enthusiastic collaborator who enjoys working with colleagues – faculty and administration – to meet the needs of students and the School.
- Possesses excellent interpersonal and organizational skills.
- Lifelong learner who values and pursues professional and personal growth.
- Detail- and deadline-oriented, critical thinker, and active learner.
- Comfortable using standard technologies including email; the MS365 suite of applications including SharePoint, Word, and Excel; and Google Applications including Docs and Sheets.
- Able to learn modern technologies that are part of the School's day-to-day operations.

PHYSICAL DEMANDS

Must be physically able to meet the needs of this position as described.

HOURS & SCHEDULE

- Rehearsals of the Festival Orchestra are scheduled on Tuesdays, 7:15-9:30 pm, September through May.
- Concerts, auditions, student placements, and special events vary in schedule year-to-year.

COMPENSATION

- \$10,000 - \$15,000 per year.
- Access to health, dental, vision, life, disability, and supplemental insurances.
- Access to 403b retirement plans, and FLEX benefits (transportation, medical, childcare, parking).
- New York paid family leave, worker's compensation, and sick leave in accordance with Westchester County regulations.

RELATED INFORMATION

- Employment at the Hoff-Barthelson Music School is contingent upon successful completion of all pre-employment screenings including but not limited to a background check and Preventing Discrimination and Harassment in New York, a training that requires timely online completion.
- Instruction is offered on-site at Hoff-Barthelson facilities located at 25 School Lane, Scarsdale, NY 10583, or at off-site locations as arranged by the School. Standard hours of instruction are Mondays – Fridays, 9 am – 10 pm. Saturdays, 8 am – 5 pm; and beginning in School Year 2024-25, Sundays, 1-5 pm.

TO APPLY

Please send the items listed below to careers@hbms.org:

- Cover letter addressing interest and relevant experience.
- Curriculum vitae or résumé.
- Recent conducting videos – 3-5 video links (ex. YouTube, Dropbox) totaling a maximum of 20 minutes. Performance video is required, rehearsal video is optional.
- Video or recording of a media interview and/or a concert talk is strongly encouraged, but not required.
- Three (3) professional references with contact information (name, email, phone number, a brief description of your relationship, and the dates you worked together).