



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Musical Director

Department: Conservatory/Production

Reports to: Conservatory Director/Production Manager

The Musical Director (a full-time exempt position) is responsible for supervising the musical aspects of assigned productions. The incumbent serves as Musical Director on the production of musicals and plays with music; assesses musical needs, participates in budgeting, contacts and contracts musicians, conducts/runs orchestra sessions and recordings; and serves as a liaison to the Allan Hancock College Music department. As a Resident Artist, the Musical Director is a Part-time Faculty member at Allan Hancock College. The Musical Director can also serve in other creative capacities (eg. director, actor, composer) for productions as mutually agreed upon with the Artistic Director/Associate Dean.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, and in the flexibility required to respond to emergent challenges and opportunities, in accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

Examples of Duties:

- Assesses orchestral needs for musical productions.
- Advises in the acquisition of scores and vocal books for musical productions.
- Contracts musicians to play in live orchestras or to record orchestral accompaniment for productions in cooperation with the Production and Payroll offices.
- Coordinates recording schedule/calendar with Production department.
- Adapts and/or transposes scores, as needed, for musical productions.
- Supervises, with the Sound Director, recording sessions for musical productions and coordinates needs for sound and voice production (e.g. use of stage and/or body microphones) for musical productions.
- Advises and assists as needed for musical productions in which the Musical Director is not primarily involved.
- Conducts live and/or recorded orchestras for performances of musical productions.
- Works with the Sound Department in any/all post-session studio work; i.e., over-dubbing, mixing, sequencing, editing, etc.
- Serves as rehearsal accompanist for musical productions.
- Serves as accompanist for auditions and special events as needed.
- Coordinates use/sharing of musical instruments, equipment, and space with the AHC Music department.
- As a Resident Artist, is a member of the Acting faculty teaching Singing Techniques, Musical Theatre Ensemble, basic musicianship and related topics as assigned in the two-year actor training program.
- Supervises program and personnel for outside public relations or public service events involving music or musical performers.

- Works with Directors and Conservatory faculty in coordinating any musical needs for main stage non-musical productions and/or class related projects.
- Participates in the recruitment, selection and mentorship of the Musical Direction intern.
- Performs other related work as required.

Qualifications:

- Professional theatre experience. Teaching, musical directing, composing/arranging experience.
- Working knowledge of all aspects of the Theatre process - production and technical, as well as performance.
- Excellent communication skills - written, oral, visual.
- Excellent inter-personal and leadership skills.
- High level of piano/sight-reading skills.
- Ability to supervise and coordinate the activities of large groups toward a common purpose.
- Ability to work productively under time pressures and meet deadlines.
- Practical working knowledge of electronic synthesized/sequenced orchestration process.
- Deep understanding of principles of acting and singing and the ability to impart them in both a rehearsal and classroom setting.
- Master of Fine Arts or Master's Degree preferred, or; Bachelor's Degree required, with 6+ years professional experience in similar positions, or the equivalent.
 - Must meet the minimum qualifications for, and successfully achieve, certification as a California community college instructor at Allan Hancock College.

Special Qualifications:

- Evidence of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of staff and students, and to staff and students with disabilities.

Other Requirements:

- Possess a valid California Driver's license and have access to a vehicle for transportation to and from business related events.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- Ability to work in an environment where there are frequent interruptions.
- Duties are primarily performed in an office environment.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.

Physical Demands:

- This person must be able to hear and distinguish musical and audible tones.
- This person needs to occasionally move about in a classroom and office environments to access desks and office machinery.
- This person must be able to play a piano.
- This person occasionally must lift, move or transport music sheets, orchestration, and audio equipment up to 50lbs with assistance.
- Must be able to detect visual cues on the stage from a distance of 40 feet