



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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ACTIVITY: Director of the Orchestra

SCHOOL: High School
Middle School

PURPOSE: Orchestra gives each participant a forum for understanding and performing a variety of styles of music literature, acquaintance with music history, and a sense of professional musicianship.

ACTIVITIES:

1. Oversees the election of officers and assists in planning the program for the year.
2. Performs a minimum of three concerts per school featuring different repertoires.
3. Makes all necessary arrangements for concerts through the building principal. Adheres to all school policies regarding the use of the building, and instructs chaperones of their duties during performances.
4. Supervises students when they are in the building for performances.
5. Is responsible for the security of the equipment and reports any loss or damage to equipment to the designated authority.
6. Encourages, trains, and makes arrangements for students to audition for South Jersey and All-State Orchestra. If students are accepted into any of these local and state organizations, continues to prepare them accordingly.
7. Maintains membership in the Music Educators' Association so that students may participate in local and state orchestra organizations.
8. Meets professional obligations of the Music Educators' Association so that the district may send students to local and state orchestra organizations.
9. Oversees and coordinates any additional programs the orchestra undertakes such as an exchange trip to another district or performance(s) by special invitation.
10. Encourages and promotes instrumental study and orchestra participation as an activity and lifetime hobby in music organizations in and outside of school.



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11. Is responsible for turning in all financial information on a timely basis and must “close” the club’s books prior to the end of the school year in order to receive final stipend payment.

DURATION: September - June

The director organizes and conducts the orchestra throughout the year although the majority of performances are given from December - May. Rehearsals are scheduled during the school day, but planning and much of the organizational work occurs after the school day. Performances usually occur in the evenings. The extent of the program for the year greatly determines the amount of time the director must devote to the activity.

STIPEND Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: