



Job Title:	Music Director
Department:	Recreation & Facilities
Classification:	Part-Time, Non-Exempt
Salary Range:	Hourly
IMRF Position:	No

POSITION FOCUS

Under the general direction of the Cultural Arts Coordinator, the Music Director's role is to teach the music and rehearse vocals with the cast of Palatine Park District's production(s) in efforts to prepare the production, including casting and music rehearsals.

SUPERVISORY RELATIONSHIPS

Reports directly to the Cultural Arts Coordinator.

Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Audition singers and make casting recommendations to the Director.
2. Schedule music rehearsals in collaboration with the Director.
3. Lead music rehearsals for principal actors and ensemble. Serves as rehearsal pianist during music rehearsals.
4. Attend production meetings and rehearsals as needed.
5. Prepare rehearsal and performance calendars, as well as necessary paperwork for musicians.
6. Empower and motivate participants to perform on stage to the best of their abilities.
7. Attend all scheduled rehearsals, production meetings, and performances.
8. Model professional behavior in rehearsal and performances that encourages harmonious relationships and teamwork, centered on the purpose of creating a successful production
9. Assures distribution and collection of music scripts to cast.
10. Wear work appropriate clothing in order to be clearly identified as a District employee, including attire that matches the rest of the chorus for all concerts.
11. Other Duties as assigned.

SECONDARY RESPONSIBILITIES

1. Participate as a team member to assist and improve the overall services.
2. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
3. Exhibit regular and punctual attendance. Notify supervisor a minimum of 12-48 hours prior to an unexpected absence.
4. Maintain a neat and orderly work environment, returns supplies and items to appropriate location which finished.
5. Conduct self in accordance with District policies and procedures including dress code.
6. Report all incidents and emergencies to supervisor and complete appropriate documents.
7. Attend required meetings and trainings as designated by supervisor.



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EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree in music and/or strong background in piano accompaniment with knowledge of historical practices required.
- Must have previous experience accompanying a choir or chorus, playing a variety of music styles, and should be familiar with choral warm-up techniques.
- Must be able to vocal coach individuals and large groups up to 30 people, including children and active adults.
- Must have the ability to work with both trained vocalists and beginners.
- Some improvisational skills are desirable but not critical. Strong choral score reading skills are essential.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Ability to read and teach sheet music
- Piano accompaniment for rehearsal and performance tracks

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- Hours dependent on rehearsal schedule.
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods sitting/standing
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



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AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Manager Name: _____

Superintendent/
Manager Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____