

## JOB DESCRIPTION



<b>Job Title:</b>	<b>Chorus Master</b>
<b>Responsible to:</b>	<b>Music Director via the Head of Music for artistic matters General Director for operational matters</b>
<b>Responsible for:</b>	<b>Freelance Chorus(es) of Scottish Opera</b>
<b>Location:</b>	<b>Embank Crescent, Production Studios and on Tour</b>

### Main purpose of job

To audition, engage and prepare singers of the Chorus, including Children's Chorus, for each opera /project, and to ensure that through musical preparation the Chorus demonstrates the highest possible level of artistic excellence at all times in its contribution to the work of the Company.

Ensure appropriate and timely self-employed contractual arrangements are provided to choristers based on Company requirements.

Manage, coach and provide pastoral care to the members of the Chorus.

### Key areas of responsibility

#### Management and administrative

- In conjunction with the Head of Music to arrange and attend auditions and to administer the auditions panel decisions
- To engage choristers on a self-employed basis, through an auditions process for each opera/project in liaison with the Head of Music, and taking into account the type of voices required
- To plan the Chorus work schedule in accordance with the budget with the Head of Music and the Director of Planning
- To prepare and administer budgets for each opera/project
- To provide Chorus allocation lists for each opera/project for Choristers, Conductors, Directors, Head of Music, members of the Planning department, Wardrobe and Librarian
- To ensure that all Choristers are properly contracted, detailing the period of the contract, identifying chorus sessions and performances, and all appropriate payments
- To plan Chorus wardrobe fittings in conjunction with the Head of Music, Wardrobe Manager and the Planning Manager, in accordance with the budget
- To administer Chorus member's N/A's in liaison with the Head of Music and Director of Planning
- To attend Scheduling, Management and Music Department meetings
- To be responsible for all disciplinary and pastoral matters relating to members of the chorus

### **Key areas of responsibility (cont.)**

#### **Rehearsals and Performances**

- To undertake full musical preparation of the choristers to the highest possible standards for all production/projects, including children's choruses
- To liaise with the Head of Music and Planning Manager concerning the provision and scheduling of music calls, in accordance with the budget for choristers and children
- To liaise with the Music Librarian and ensure choristers are provided with the relevant music in good time
- To perform off-stage duties as required
- To attend singers' auditions for the Young Company, in conjunction with the Head of Music and Young Company leaders, and be available (other duties allowing) to take part in the musical preparation of Connect events as required.
- To act as Assistant Conductor where appropriate, which will involve the following:
  - Assist conductors in all aspects of rehearsal and coaching
  - Conduct production rehearsals in the absence of the conductor
  - Provide the Music Office with schedules and sitzproben, stage orchestra rehearsal and cover music calls
  - Rehearse covers and conduct cover rehearsals
  - Cover performances
  - Conduct performances including Access performances as required, for which a separate fee is payable per performance
- To act as a repetiteur when and if required

#### **Person specification**

The ideal candidate for this role must be able to demonstrate;

Educated to degree level in Music  
Experience of managing a professional opera chorus  
At least 3 year' experience of choral conducting  
Extensive knowledge of operatic repertoire  
Keyboard skills to a professional repetiteur level  
Language skills; Italian, French and German  
Good understanding of voices  
Conducting ability and experience at a professional level  
Understanding of the working practices of large theatres and stagecraft  
Proficient speaker of the English language – this is essential as this is the Company's working language  
Strong leadership skills

Other desirable skills:  
Effective organisational skills  
Good time management skills  
Thorough, accurate and able to work to tight deadlines  
Excellent interpersonal skills  
Resilience

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**General Terms and Conditions – Permanent position**

Hours of work: Office hours are 35 hours per week (excluding unpaid meal breaks), normally worked Monday-Friday from 9.30 am – 5.30 pm.

In production and performance periods the average working week for performance related roles consists of up to 11 sessions of 3 hours, worked 6 days out of 7.

Actual days of the week and start and finish times may vary in accordance with departmental requirements and in this role there is a requirement to work such reasonable hours as the needs of the post demands. Overtime payments are not applicable.

Salary is dependent upon experience

Employee Benefits: Holiday entitlement is 35 days per annum, a generous contributory pension scheme is provided with the Company contributing 8% of salary.