



**DIRECTOR OF ORCHESTRAL AFFAIRS
JOB DESCRIPTION & DUTIES**

The Director of Orchestral Affairs is an elected member of the Board of Directors for Nebraska Music Education Association and serves a three-year term commencing on January 1 following election. Any individual nominated or elected as an officer or member of the Board of Directors of the Corporation shall be an active member in good standing of this Association for at least three consecutive years immediately preceding the standing for election. If any active member, officer, board member or committee member of this Association shall cease to be a member of the Association, his/her rights to act as such officer, board member or committee member of the Association shall, by reason of that fact, terminate. Any vacancy occurring on the Board arising at any time and from any cause may be filled by the vote of a majority of the Directors then in office at any Directors' meeting. (NMEA Bylaws, adopted 11/17/2017.)

Update last made by Annette Peters, Executive Director DATE: 02/24/2019

GENERAL RESPONSIBILITIES	
	Advise the Board of Directors on all orchestral activities.
	Organize the All-State Orchestra Ensemble, including recommending the conductor for Board approval and selecting appropriate repertoire according to policy.
	Work closely with the Director of Auditions & Ensemble Affairs in preparing instrumental auditions for the Orchestra Ensemble.
	Suggest clinicians for the NMEA Conference to the Conference Chair. Make contact as needed with suggested clinicians to solicit session proposals.
	Serve as a liaison with NE-ASTA.
	Write articles for each issue of the magazine.

SPECIFIC RESPONSIBILITIES	
January	<ul style="list-style-type: none"> • Write article for the March magazine issue (deadline January 10). • Prepare report for January Board Meeting. • Collect and send string clinician recommendations for the conference to the Conference Chair. • Begin the process of choosing a conductor for the next calendar year (23 months prior). See flashdrive – Conductor folder : Future Conductor Possibilities folder

	<ul style="list-style-type: none"> • Begin process of selecting literature with this year's conductor. See flashdrive – Music and Repertoire folder : Repertoire Selection Guidelines.doc
February	<ul style="list-style-type: none"> • Request the conductor send a written bio and a high quality jpeg photo to the Executive Director. • Finalize repertoire with conductor; repertoire is limited to 30 min on-stage time. Decide upon the wind instrument numbers, usually double parts. Send the repertoire to the Executive Director. • Obtain a seating chart from the All-State Conductor. • If necessary, contact prospects to be possible Conference clinicians (and to submit session proposals by March 1).
March	<ul style="list-style-type: none"> • Order music and additional scores. You will need parts to cover 20-20-18-16-12 and double winds for each selection. You will also need 3 copies of each score for the woodwind, brass and percussion sectional coaches. <ul style="list-style-type: none"> ○ NMEA has accounts with Kalmus and Luck's Music Library – Luck's NMEA Account # is N20458. Ship the music to your own home or school location, billing goes to the Executive Director • Reserve rental music at this time. NOTE: Rental music is usually shipped only six to eight weeks before the performance date. If the rental music is needed for an excerpt, contact the rental firm to make arrangements for a single copy of the part to be sent by June 1.
April / May	<ul style="list-style-type: none"> • Obtain bowings and metronome markings from the conductor. • Begin copying bowings into parts if music is purchased rather than rented. • Contact the Auditions Director to determine if an excerpt or special audition material is needed based on unusual instrumentation. This must be done prior to the posting of the All-State etudes on the website May 1. • Prepare an instrumentation list for the Auditions Director by May 1. • Select a 16-measure excerpt (approx.) from All-State Orchestra music for string auditions. • Select audition excerpts. Send one copy of each part to the Executive Director/Staff, along with a separate sheet that lists the exact measures selected for the excerpts. Make no markings on the music except for bowings. Dynamic changes and tempo indications should also be on a separate sheet of paper. • Room use should be coordinated with the Conference Chair and Executive Director/Staff. The orchestra should rehearse on the Lied stage in alternate years. Chair auditions and sectionals will need a minimum of 17 rooms. The percussion sectional is usually held in the area (Lied stage or rehearsal room at Westbrook) where the Orchestra rehearses. In years when the orchestra is not rehearsing in the Lied Center, the students should be instructed to bring a folding music stand for rehearsals. Check to be sure adequate music stands are available for the sectionals – if stands are not available it may be necessary for students to bring wire music stands in even-numbered years.

	<ul style="list-style-type: none"> • Send program information to the Executive Director, including titles, composers, movements, and publishers. This information will be included in the audition manual. • Program notes are expected for the program, due to the Executive Director by October 1 (earlier if possible). Secure writer if necessary. • Check on order for rental music if applicable. • Submit article for the July issue by May 10.
June	<ul style="list-style-type: none"> • Submit Board Report and attend board meeting. • Continue copying bowings into the string parts you have purchased or borrowed.
July / August	<ul style="list-style-type: none"> • Submit article for the October issue by July 10. Note: In the last year of the term, this is the FINAL article to be written, with the successor writing for the January issue. • Write rough draft of director and student letters to go in electronic information packet. • Prepare a list of equipment needed in each chair placement room and sectional. Woodwinds and cellos need chairs without the drop down desks. Share this list and any questions with the Conference Chair and site contact at UNL (WMB Facilities Manager). • <u>August 1</u> is the deadline for the program, including program notes. • Confirm with UNL/WMB Facilities Manager that the right number of rooms assigned for chair placement and sectionals. • Check on reservations of hotel rooms with Executive Director and NMEA President for yourself and guest conductor. • Start contacting chair placement judges and sectional coaches. The guest conductor should listen to the top ten violins to help select the concertmaster. There should be two directors per room. Send names of these judges and coaches to Executive Director for name badges.
September	<ul style="list-style-type: none"> • Submit Board Report and attend board meeting. • Set up bowing crew (you may bribe responsible students) to help with marking bowings in the rental music. Soft erasers and good pencils are essential. (You may wish to mark bowings on a single part and photocopy this part to send to students. All such copies must be collected after the concert and destroyed.) • Prepare electronic student packets. Each should include congratulation letter, student rehearsal schedule and link to the schedule on the website, and music. The Director of Auditions will send the student contracts to every director by email. Include first afternoon rehearsal reminder note in orchestra winds and percussion packets as well as any information as necessary to clarify parts. Remember to include the need for music stands for years when rehearsals are not in the Lied Center. • Prepare packets for chair audition and sectional coaches. Each should include directions, and copies of the music part or scores. The Executive Director/Staff will provide housing forms and pencils for you the day before All-State begins.)

	<ul style="list-style-type: none"> • Contact JW Pepper in regards to supplying folders for the All-State Orchestra. If they are to provide these folders send email to Executive Director so that information can be added to the Conference Program Acknowledgements. • Send equipment list to UNL Facilities Manager, Conference Chair and Executive Director.
October	<ul style="list-style-type: none"> • Help process instrumental results with the Directors of Auditions, Band Affairs and Jazz Band Coordinator. Select winds and percussion for the orchestra. • Use the database to help you assemble the director email packets, student chair placement lists, and sectional coach packets. These should include selected student letters and rehearsal policy reminder. The Executive Director posts the students contracts to the directors' webpage. In your cover letter, you may wish to include a reminder to return the signed contracts promptly to the Director of Auditions. • Assign chair placement judges. There should be two directors per room, and if possible, avoid assigning a director to a room with their own students. If not done previously, send names of the chair placement judges to the Executive Director so name badges can be printed. • Have copies of the scores for the sectional coaches. • Work with the Conference Chair and UNL Faculty to assign rooms for sectionals. 17 rooms are needed, which can include private studios for woodwinds.
November	<ul style="list-style-type: none"> • Submit Board Report and attend board meeting. • Submit report for annual meeting by November 1. • Finalize what the conductor might need for his/her sessions. • Registration (housing) sheets, pencils and stand placards for each student (by instrument) will be prepared by the Executive Director/Staff and available the day before All-State begins. • Have five copies of the orchestra seating chart available. • Have at least three copies of the orchestra personnel with you at the conference. • Make attendance chart. • If requested, have scores available for the video crew. • In coordination with the Executive Director, make arrangements to pick up guest conductor from airport and get him/her to the conference site. • Conference Chair will contact directors of performing and demonstration ensembles prior to start of the conference stating what time they may be dismissed (or not be dismissed at all) from All-State rehearsal. Official NMEA policy will be stated for clarification. The Director of Orchestral Affairs (me) will include dismissal instructions in announcements at necessary rehearsals, i.e. Hastings Band first out the door to get to performance. • Have a copy of the conductor's biography for his/her introduction at the final concert. This information may be obtained from the Executive Director. • Make sure all music is returned following the concert:

	<ul style="list-style-type: none"> ○ Having students return their music in the original envelope makes this easier to monitor. ○ Consider numbering the parts, coordinated with student packet numbers to assure return of all music. ● Return rental music promptly to avoid any fees. ● If music is purchased it is the property of NMEA, and should be returned to Executive Director following the concert. ● Student contracts must be kept on-site for the entire time students are present. Contracts are in a three-ring binder that includes the student's contracts and parental contact info. This binder must be kept with you whenever there are students present. Use this info in case of student illness or other emergencies. The Director of Auditions will give you the binder with the contracts prior to the first rehearsal. Give the student contracts and address cards to the Executive Director immediately after the final concert. ● All students must wear their NMEA issued name badge at rehearsals and when attending any part of the conference. Should a student misplace a badge you will have materials in the back of the three-ring binder to make a temporary replacement. Students should go to the registration desk at the Embassy Suites to obtain a replacement badge after the conclusion of the rehearsal.
December	<ul style="list-style-type: none"> ● Write article for the March magazine issue (deadline January 10). ● Contact Conductor for next year's All-State — follow with a letter in January. Ask Executive Director to add approval of Conductor to board meeting agenda. Once approved, Executive Director will send Conductor contract setting out Conductor's fee (\$1800) and reimbursement of travel (\$500), lodging and meal expenses. ● Consult past programs (listing on file with Executive Director and on orchestra disc) and set repertoire with conductor. <ul style="list-style-type: none"> ○ Ask conductor for instrumentation. ○ Performance time plus any talking by the conductor should not exceed 30 minutes. ● Discuss repertoire for the All-State Orchestra with the conductor, keeping in mind the following issues: availability and prudent costs of the music (purchase or rental); standard and unusual instrumentations; and having brass and percussion instruments playing a reasonable amount of time.