

Succession Procedure

A. Steps

1. Board determines desirable characteristics of the applicant for the position.
2. Board prepares a job description.
3. Board sets up a search committee including both board and music staff reps.
4. Board prepares an advertisement that includes job description, characteristics of applicant.
5. Internal posting of advertisement.
6. External posting of advertisement (if necessary).
7. Preliminary screening of applicants. Check resumes and references.
8. Prepare short list according to previously prepared criteria.
9. Prepare interview guide and procedure.
10. Invite applicants to prepare a proposal for the band (e.g. vision, goals, plans).
11. Conduct interviews.
12. Invite selected candidates for audition.
13. Search committee makes recommendation to board.
14. Board makes final decision.

B. Music Requirements

- previous experience and success in teaching and conducting music;
- strong academic qualifications in music ;
- strong knowledge of music appropriate to public performances;
- ability to play and teach a variety of instruments;
- previous experience with adult music learners;
- previous experience in leadership roles related to music instruction.

C. Other Skill Requirements

- Self-motivated and self-directed individual;
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Well developed organizational skills;
- Ability to work as a team member on a diverse team;
- Strong managerial and supervisory experience an asset;
- Ability to be flexible and open-minded;
- Ability to work successfully with adults and seniors;
- Energetic and loyal to the organization;

D. PNHB Music Director Job Description

The Music Director is responsible to and reports directly to the PNHB Board of Directors.

Responsibilities:

1. To provide the organization with vision, leadership, and effective management of music related operations.
2. To implement all board policies and procedures related to the duties of the Music Director.
3. To conduct bands and coach sectionals as agreed to in the contract.
4. To foster positive and respectful relationships among band members, staff and volunteers.
To foster an enjoyable learning experience for band members based on the New Horizons premise that 'your best is good enough.'
6. To provide leadership, guidance, support and mentorship to conductors and coaches.
7. To manage aspects of the program such as, but not limited to, the following
 - Promoting concerts and band events
 - Preparing conducting and coaching schedules
 - Assigning members to bands
 - Scheduling concert dates, venues, and rehearsals
8. To provide counsel and advice to the board in aspects of the program such as, but not limited to, the following:
 - Preparing budgets
 - Applying for grants
 - Negotiating contracts

 - Providing input into long and short range planning

9. To counsel band members about selecting a band level appropriate to their skill level and to assign members to bands, in consultation with conductors.
 10. To make recommendations to the Board of Directors regarding hiring of staff (i.e. conductors and coaches).
 11. To co-ordinate music selection with the conductors to avoid duplication and ensure appropriate level of difficulty.
 12. To participate in regular meetings with conductors and board members.
- To act as a liaison with band members who serve in support positions (e.g. music librarian, concert manager, stage manager, email co-ordinator, web-site manager, committee chairs and band representatives).
14. To serve as an ex-officio member of the Board of Directors.
 15. To fulfill other duties as assigned by the Board of Directors.

F. Interview Guide

Criteria and Indicators	Interview Questions
<p>Leadership</p> <ul style="list-style-type: none"> - collaborates and works well with adults - motivates and relates well to adult learners - able to lead a team of conductors/coaches - communicates with others in a positive and respectful manner - works with the board of directors to create a smoothly functioning band organization - treats others with fairness and respect 	<p>Tell us about a time when you led a group of individuals to achieve a significant musical project.</p> <p>How did you plan for success? What goals did you set? How did you know you had achieved them? What obstacles did you face? How did you overcome them? How did you address any negativity that arose? What about the project satisfied you the most?</p>
<p>Achieving Excellence</p> <ul style="list-style-type: none"> - creates a positive and enjoyable learning environment - motivates and inspires members to do their best - supports the NHB premise that 'your best is good enough - achieves a level of performance that satisfies both members and audience 	<p>Tell us about a time when you helped a group of adults achieve a successful goal.</p> <p>How did you set challenging yet achievable goals? What did you do to inspire excellence? How did you know that the members had achieved excellence? How did you recognize their achievement? How did you provide support to people who were struggling?</p>
<p>Music Knowledge and Skills</p> <ul style="list-style-type: none"> - plays a variety of instruments - provides instruction in a variety of instruments - able to conduct large and small groups - selects and adapts music appropriate to members' abilities and interests - familiar with music theory and instruction - assigns musicians to appropriate instruments and band levels 	<p>Tell us about your musical training and background.</p> <p>What instruments do you play? What instruments have provided instruction in? Describe a successful conducting experience you have had. What made it successful? What challenges did you face? How did you deal with them? How did you provide support for the musicians who needed it?</p>
<p>Administrative Experiences</p> <ul style="list-style-type: none"> - preparing budgets - setting up and dismantling equipment - preparing rehearsal schedules - preparing performance programs 	<p>Describe a situation in which you have had administrative responsibilities.</p> <p>What were they? How did you go about achieving the knowledge and skill required to carry them out? What challenges did you face? How did you deal with them?</p>