



## MUSIC DIRECTOR JOB DESCRIPTION

**Organization:** Bellevue Youth Symphony Orchestra (BYSO)  
**Position Title:** Music Director and Youth Symphony Conductor  
**Reports to:** BYSO Board of Directors  
**Location:** Bellevue, Washington  
**Type:** 25 - 30 hours per week (Salaried with Benefits Package)



*BYSO is an equal opportunity employer committed to diversity, equity and inclusion.  
We are a drug and alcohol free workplace.*



## ORGANIZATION OVERVIEW

Bellevue Youth Symphony Orchestra (BYSO) is a 501(c)3 nonprofit organization in Bellevue, Washington, established to provide a positive and stimulating musical environment for Eastside youth. With six large orchestras and three smaller instrumental ensembles, we have been serving students ages 6 to 21 since 1964. While we focus intensively on our students' musicianship, our commitment is to guide and support the **whole child**. BYSO is a thriving, fiscally stable organization with a dedicated Board poised to further its **Mission**:

*To enhance the lives of student musicians by providing dynamic musical experiences, fostering collaboration, confidence, and personal responsibility through the pursuit of artistic excellence.*

## THE POSITION

The Music Director (MD), reports to the Board of Directors, leads and manages a core conducting staff of 8 and a contractor coaching team of 28, as well as overseeing professional guest musicians who join the organization for concerts. This position is responsible for the musical leadership of BYSO, which serves 600+ student musicians annually. BYSO will be best served by a Music Director who has deep experience in orchestral conducting and broad knowledge of orchestral repertoire, concert programming, and adolescent musical development, possess excellent managerial skills to lead and maintain a collaborative musical staff, an effective communicator internally and externally to speak at parent, donor, and community engagement events, and an excellent collaborator between the music staff, administrative staff, and the board by being open, transparent, and communicative.

The MD is committed to educating youth through music and has a deep knowledge of the musical programs that BYSO offers year-round, which includes the academic year (Sept-May), fundraising events, annual community concert, Downtown Bellevue 4th of July concert, and the summer camp program in July. The MD also conducts the Youth Symphony, BYSO's preeminent orchestra. The MD partners with the Executive Director (ED) as the Face-of-BYSO to achieve BYSO's strategic and programmatic goals.



## DESIRED ATTRIBUTES AND QUALIFICATIONS

- Five (5) plus years conducting experience with student, professional or non-professional orchestras.
- Degree in music, music education or equivalent experience required; Preference for Doctor of Musical Arts (DMA) in conducting, Master of Music (MM) in conducting, Artist Diploma in conducting or equivalent conducting experience.
- Demonstrated ability to plan and lead educational and artistic development of performing ensembles.
- Broad knowledge of repertoire suitable for youth orchestras, including a balance of well-known classics and works from underrepresented composers.
- Demonstrated ability to work effectively with developing musicians in a caring and supportive manner.
- Experience in a management role with staff oversight.
- Strong written and oral communication skills and being comfortable with public speaking.
- Excellent interpersonal skills and collaborator.
- Familiarity with Microsoft Office, Shared Documents (Google), Zoom, and the ability to make minimal updates to the website.
- Embrace BYSO's 'whole child' philosophy and adhere to BYSO's mission and strategic goals.
- Ability to interact with students as the serious musicians they are, while recognizing that fun is important.



**BYSO** creates opportunities to discover the joy of making music, provides a full orchestral program, promotes personal responsibility, and fosters educational excellence, all of which enrich our communities.



## Responsibilities

### Musical Leadership and Strategic Direction

- Collaborate with the Executive Director and BYSO board to determine strategic program evolution that enhances the BYSO mission statement.
- Demonstrate expert orchestral conducting skills and broad knowledge of orchestral repertoire, concert programming, and adolescent musical development through conducting BYSO's Youth Symphony and overseeing the curation of season repertoire selected by conductors.
- Plan and oversee any and all aspects of BYSO's year-round music programming and performances, including the academic year (3 quarters with 8 rehearsals per quarter, a concert per ensemble each quarter, a retreat in the fall and winter quarters), annual community concert, fundraising events, 4th of July concert, summer camp, and auditions/adjudications.
- Conduct the BYSO Youth Symphony Orchestra, Downtown Bellevue 4th of July Concert, Summer Music Institute summer camp, and attend all concerts and key community engagement events.
- Collaborate with the Executive Director to ensure ongoing programmatic excellence that enhances the BYSO mission statement, through musical programming, staff guidance, evaluation, scheduling, staffing, and regular communication.
- Choose the music theme for the academic season for use by all ensembles by collaborating with the music staff and board. Normalize balancing well known repertoire with compositions from underrepresented composers including being a springboard to ignite new talent.
- Work with the administrative staff to field questions from parents pertaining to BYSO's music program.

### Leadership and Management of Music Staff

- Lead and maintain a collaborative music staff and establish artistic policies to deliver music programs that implement the strategic initiatives.
- Manage music staffing needs and policies for BYSO's music program, including recruiting and supervising music staff, creating orchestra and coaching schedules for all music programs, filling last-minute music staff cancellations.
- Build strong relationships with local musicians and maintain a database of go-to musicians for substitutes, coaches, and professional musicians.
- Advise and mentor conductors and coaches regarding appropriate programming for the optimum orchestral pedagogical experience for BYSO musicians, by observing real-time interactions during rehearsals, retreats, and concerts.





- Work with the Executive Director so that music personnel needs are reflected in the annual budget and manage the staffing to stay within budget.
- Administrative oversight for conductors and coaches, including timecard submissions and input requests by administrative staff and board.
- Schedule quarterly music staff meetings to ensure the music staff works as a team to achieve the programmatic goals.
- Oversee and evaluate all music staff. Perform annual performance reviews for conducting staff. Evaluations should include but not limited to feedback from BYSO constituents and new policies should be put in place in response, as appropriate.
- Meet regularly with the Executive Director and admin team to work seamlessly to deliver on our music program.
- Have open communication and work collaboratively with BYSO's music staff, administrative team, and board.
- Analyze and understand how BYSO's music program offerings compare to other youth orchestras in our region in order to articulate BYSO's value and public benefit.
- Familiarity with Microsoft Office, Shared Documents (Google), Zoom, and the ability to make minimal updates to the website.

### Community Outreach and Public Benefit

- As a key spokesperson for the organization, represent BYSO along with the Executive Director to our students, parents, alumni, donors, and community partners through attending and speaking at parent meetings, concerts, fundraising and community events.
- Establish and maintain relationships with the local school districts (e.g. principals, music directors and teachers, superintendents)
- Establish and maintain leadership presence within the regional performing arts communities and beyond (e.g. orchestral music, gospel choir, dance organizations, bands, youth choirs, universities, etc.)
- Plan and attend the annual community concert
- Collaborate with the Executive Director to create new avenues for community outreach.
- Maintain current knowledge of industry best practices and standards in youth orchestra management.
- Maintain current knowledge of local and national trends in music compositions, performing arts, and youth music programming, in order to improve BYSO offerings.



### Board Engagement

- Collaborate with the board on strategic direction for BYSO programs, fundraising, and support operations.
- Support board planning and decision-making for program support and improvement.
- Attend annual Board retreat and all Board meetings and report on the artistic staff, events, and plans.

### TO APPLY:

Please submit the following:

- Cover letter including a personal statement expressing how the Mission of BYSO and the Music Director position align with your personal and professional goals and how your professional and personal experiences have prepared you for this role.
- Resume
- 3-5 professional references
- Video link(s) representative of your recent conducting skills. Include at least two contrasting styles. No more than 30 minutes in total.
- We encourage individuals from historically marginalized communities to apply.

Please email the above to [MDSearch@byso.org](mailto:MDSearch@byso.org), inquiry welcome.

### TIMELINE:

Application Deadline: Priority consideration will be given to those who submit by 11/30  
Initial interviews anticipated: January 2023; In-person conducting of students: February 2023;  
Offer anticipated: March 2023; Anticipated Start Date: May 2023.

### COMPENSATION AND BENEFITS:

\$50,000 - \$60,000 (DOE)

Medical and Dental Benefits (employer covers 85%)

Accrued PTO, Sick Time and Paid Holidays

Travel expenses for out-of-town finalists will be covered by BYSO