



## Position Description: Premiere Strings/Chamber Sinfonia Conductor

<b>Reports To:</b>	Education Programs Manager		
<b>FLSA Status:</b>	Part-time Non-Exempt		
<b>Supervises:</b>	N/A		
<b>Date Prepared:</b>	<u>November 2025</u>	<b>Review Date:</b>	<u>August 2027</u>

### Position Summary

The Conductor of the Winston-Salem Symphony (WSS) Premiere Strings and Chamber Sinfonia (WSS-PS/CS) leads the WSS Youth Orchestras Program's (YOP) two entry-level orchestral ensembles. This individual is responsible for fostering a positive and engaging musical environment that promotes artistic excellence, supports the musical and personal growth of student musicians, and demonstrates a strong commitment to music education and community engagement. As the artistic leader of these ensembles, they exercise authority in WSS-PS/CS artistic matters in accordance with the WSS mission, vision, and Strategic Plan, and consistent with approved budgets, and WSS policies and procedures.

Reporting to the Education Programs Manager, the WSS-PS/CS Conductor also works closely with the Vice President (V.P.)-Education & Engagement, the YOP Youth Symphony and Youth Philharmonic Conductor, the P.L.A.Y. Music Program Director, the WSS Music Director, the Senior Manager-Artistic Operations, the WSS Orchestra Personnel Manager & Librarian, and professional coaches from the WSS.

### Key Accountabilities: Artistic

- Artistic planning:
  - In collaboration with the WSS Education Team support:
    - ◆ The development and implementation of strategic and tactical plans to successfully sustain and grow the YOP.
    - ◆ The development of and strict adherence to YOP budgets – budgets may not be exceeded without prior written approval of the V.P.-Education & Engagement or President & CEO.
  - Coordinate the selection of music for each WSS-PS/CS season:
    - ◆ Recommend music for concert cycle 1 to the Education Programs Manager and V.P.-Education & Engagement no later than August 1 annually.
    - ◆ Recommend music for concert cycle 2 to the Education Programs Manager and V.P.-Education & Engagement no later than November 1 annually.
    - ◆ Recommend music for concert cycle 3 to the Education Programs Manager and V.P. -Education & Engagement on later than February 1 annually.
    - ◆ Select and coordinate the procurement and preparation of music for rehearsals and performances of the WSS-PS/CS season.
    - ◆ Coordinate music orders and preparation of music copies, in collaboration with the Education Programs Manager.
  - Recommend guest artists and/or other artistic partners to the Education Programs Manager and V.P.-Education & Engagement no later than August each year.
  - Ensure adherence to all WSS, YOP, and appropriate venue-related policies and procedures to ensure efficient operations and student safety.

- Artistic communications:
  - Maintain constructive, timely, and transparent communications with the Education Programs Manager and V.P.-Education & Engagement, to include at least quarterly meetings with same to discuss future plans and assess the effectiveness of completed programs.
  - Provide the Education Programs Manager with material to support the maintenance of constructive, timely, and transparent communications with WSS-PS/CS students and parents.
  
- Conducting responsibilities:
  - Conduct all WSS-PS/CS rehearsals and performances:
    - ◆ A maximum of one (1) conducting absence (vacation, illness, important personal business) per ensemble will be approved annually provided the Conductor provides the Education Programs Manager with at least 30 days advance notice (illness excluded). A substitute conductor engaged to cover one approved absence per ensemble will be at the expense of the WSS.
    - ◆ Conductor is responsible for notifying the Education Programs Manager of the name and contact information of any substitute conductor:
      - ✧ Substitute conductors to be selected from a WSS pre-approved list of background checked conductors.
      - ✧ If the engagement is in excess of the one (1) approved conducting absence per ensemble as outlined above, the Education Programs Manager will process paperwork to pay the substitute conductor an honorarium in accordance with current budgets and deduct same from Conductor’s next paycheck.
    - ◆ In the event of illness, the Conductor should contact the WSS Education Programs Manager as soon as possible; if the Conductor is unable to engage a substitute conductor, they may request approval from the Education Programs Manager or V.P.-Education & Engagement to cancel the rehearsal/performance.
  - Plan and adjudicate YOP auditions in collaboration with the Youth Symphony/Youth Philharmonic Conductor and with the Education Programs Manager and V.P.-Education & Engagement; establish WSS-PS/CS seating based on audition results and other audition-related policies.
  - Coordinate plans for and participate in leading the YOP Summer Festival, Audition Clinic, and retreats in close collaboration with the V.P.-Education & Engagement and Education Programs Manager.
  - Submit requests for WSS-PS/CS sectional coaches, within approved budgets, to the Education Programs Manager.
  - Coordinate coaching opportunities for P.L.A.Y. Music students participating in PS/CS who will benefit from additional support, particularly in the absence of private lessons.

## Key Accountabilities: Community Engagement, Advocacy, & Other

- Community engagement & advocacy:
  - Serve as an ambassador for the YOP by:
    - ◆ Representing the WSS-PS/CS and Youth Orchestras Program at official functions, including civic, educational, and social events.
    - ◆ Actively advocating for the YOP and other educational initiatives at the WSS and on the local, regional, State, and Federal levels.
  - Develop and implement initiatives to increase YOP visibility and participation, including the assimilation of P.L.A.Y. Music students into YOP ensembles in close collaboration with the P.L.A.Y. Music Program Director and Education Programs Manager.
  - Maintain strong working relationships with music educators (grade school through the university level) in the community and region.
  
- Participate in and assist with recruitment efforts for Premiere Strings and Chamber Sinfonia, including school visits, student auditions/placements, and community outreach activities.

- Encourage P.L.A.Y. Music student participation in the YOP and advocate for their advancement.
- Perform other duties as assigned by the Education Programs Manager or V.P.-Education & Engagement.

## Required Experience & Training/Conditions of Employment

- Required:
  - Bachelor’s degree (Master’s preferred) in music education, conducting, music performance, or a related field.
  - Demonstrated conducting experience with youth ensembles, community orchestras, or school-based programs.
  - Minimum of 3-5 years’ experience teaching or working with elementary and middle school musicians in an instrumental music program (orchestra experience preferred).
  - Strong background in string orchestral repertoire, rehearsal techniques, and string pedagogy.
  - Comprehensive understanding of music education best practices, student development, and differentiated instruction for varied skill levels.
  - Proven ability to design and lead effective rehearsals that balance musical excellence with positive youth development.
  - Ability to inspire and motivate students while maintaining high artistic standards.
  - Excellent communication, leadership, and classroom management skills.
  - Experience collaborating with music educators, teaching artists, and community partners.
- Conditions of employment:
  - Ability to work evenings and weekends, as needed to support performances and events.
  - Successful completion of a background check and drug screening.
  - Ability to lift and carry up to twenty pounds.