



John Devlin, *Music Director* | Bryan Braunlich, *Executive Director*

ASSISTANT CONDUCTOR JOB DESCRIPTION WHEELING SYMPHONY ORCHESTRA

Position: Assistant Conductor

Overseen by: Music Director

Works with: Orchestra musicians, guest artists, technical/production staff, administration and board

Deadline for submissions: August 13, 2021

About Us: The WSO is celebrating its 92nd season and is entering an exciting new chapter with its Music Director John Devlin. Our orchestra is committed to presenting great American music, as well as composers and artists that represent all backgrounds. The WSO embraces risk-taking and experimentation in the way that we design our performances and think about the future of orchestras. We are looking for a conductor that enthusiastically embraces the musical and ambassadorial elements of this position.

The WSO is a regional, per-service orchestra whose budget places it within group 5 of the League of American Orchestras. Our typical season consists of a seven-concert subscription season (4 Masterworks and 3 Pops), multiple special-event concerts, plus two week-long tours.

Statement of the Job: The WSO Assistant Conductor serves as the primary artistic support staff to the Music Director in all rehearsals and concerts during the WSO season. The Assistant Conductor will be overseen by the Music Director and will work with all members of the WSO community.

Essential functions: Responsibilities include, but are not limited to:

- Attending and assisting the Music Director with the musical preparation of the orchestra at all rehearsals and concerts
- Conducting opportunities as assigned
- Assisting in all necessary concert production elements, such as lighting, positioning of performers, balance, off-stage conducting or cue-calling, and others
- Communicating as a spokesperson with various stakeholders associated with the WSO
- Attending WSO events as assigned and assisting the Music Director in performance of his/her responsibilities

- Serving as a liaison with guest artists and assisting with guest-artist rehearsals
- Assisting with programming and artistic project development

Candidates should demonstrate:

- Excellent musicianship and conducting skills
- Excellent organizational and communication skills, both written and oral
- Ability to work effectively with a diverse team of artistic staff, administration, board and community members
- Ability to communicate effectively with multiple constituent groups, including the general public, partner organizations, guest artists, donors, etc.
- Ability to embrace, embody, and reflect the values of the WSO

Compensation:

- Annual salary \$4500
- Housing and transportation, upon need. Candidates should live within driving distance of Wheeling, WV

Required documents:

- 1) CV or Resume
- 2) Cover Letter
 - a. Cover letter should include mailing address, email address, and phone number
- 3) List of 3 references with complete contact information
- 4) Links to online videos
 - a. There are no strict video requirements, please submit your best materials

Deadline for submissions: Friday, August 13th, 2021

How to apply: Electronically, by sending an email to resumes@wheelingsymphony.com and attaching the required documents. Finalists will be contacted after the closing date with information about next steps.

An in-person audition will be held in Wheeling, WV on September 9, 2021. Candidates must be available on this date.