



## **WGMA Job Specification: Music Director**

The Music Director shall, in consultation with and subject to the approval of the WGMA Committee, exercise the responsibilities defined herein.

The Music Director may, at his or her discretion, delegate tasks to others in order to fulfil these responsibilities. In so doing, the responsibility for achieving satisfactory outcomes remains, at all times, that of the Music Director.

### **Musical activities at WGMA events:**

Supervise all musical activities at the Association's weekend or other gatherings; including (but not limited to):

- Soliciting, receiving and reviewing music, and selecting items for presentation;

- Identifying and recruiting suitable leaders for all items selected for presentation;

- Preparing music booklets for participants;

- Identifying potential guest speakers and negotiating terms for remuneration etc. - such terms to be ratified by the Committee prior to final agreement;

- Organizing the timetable of formal musical events and seeing that it is adhered to as far as practicable.

### **Authority to incur expenses:**

Incur reasonable expenses on behalf of the Association for such items as travel, printing et cetera only after consultation with the Treasurer. Proposals for major items of expenditure, such as hire of venues and fees for visiting speakers, must first be referred to the Committee for approval.

### **Musical awareness and development:**

Monitor musical activities in the field of West Gallery Music and in related fields, both nationally and in a broader international context.

Draw matters of interest to the attention of the Committee and offer advice and guidance where appropriate.

### **WGMA representation:**

Through the WGMA Secretary, act as the first point of contact for advice and comment on questions raised by WGMA members when relating to WG music.

At the specific request of the Committee, represent the WGMA in discussions with external bodies concerning the history, practice and continuing development of West Gallery Music.

### **General:**

Undertake other such other duties calling for musical expertise and experience as the Committee may reasonably request.

### **Tenure:**

The Music Director is appointed by the WGMA Committee and, as such, is not *ex officio* a member of that Committee. However, nothing precludes the Music Director from seeking election to the Committee in the normal way as a member of the Association.

The nominal tenure of the appointment is three years, after which the position must be formally reviewed by the Committee and may be renewed. In exceptional circumstances the Committee may, at any time, consider early termination of the appointment.