

## **HASLEMERE MUSICAL SOCIETY CHORUS MASTER/MISTRESS RECRUITMENT 2018**

### **A BACKGROUND AND OVERVIEW**

The Haslemere Musical Society, founded in 1923, currently performs four concerts per year and is one of comparatively few British musical societies to comprise both an orchestra and a chorus. HMS, as it is known, is a popular organisation with members drawn from Surrey as well as neighbouring West Sussex and Hampshire. Concerts include both orchestral and choral works religious and secular. HMS currently has a membership of 60-70 non-auditioned voices (SATB) and 35 orchestral members. Additional professional singers and instrumentalists are engaged as necessary for concerts. Further information is on our website, [www.hmsoc.org.uk](http://www.hmsoc.org.uk).

The chorus and orchestra rehearse on Monday evenings from early September until May, in separate rooms at Haslemere Hall, and then together as the concert approaches. The Music Director (MD), Dr James Ross, rehearses the orchestra, conducts the concerts and works in collaboration with the Chorus Master/Mistress (CM) who prepares the chorus, assisted by the Rehearsal Accompanist

### **B JOB DESCRIPTION**

**To lead and inspire the chorus through love and knowledge of choral music**

#### **Relationships**

The Chorus Master/Mistress (CM) reports to the Chairman or the Vice Chairman of HMS (depending on which is drawn from the chorus), consults with the Music Director (MD) and the HMS Committee, and directs the Rehearsal Accompanist (RA) and the chorus, supported by the SATB section leaders

#### **1. Training**

- 1.1. Train and rehearse the chorus of 60-70 SATB amateurs, supported by the RA, for about 30 weekly sessions, September to May (Monday evenings at Haslemere Hall)
- 1.2. Improve choral technique of all sections and assist less technically adept singers to develop their skills whilst maintaining the interest of the more accomplished
- 1.3. Be present at all rehearsals and if unavoidably absent appoint a competent deputy

**2. Concerts**

- 2.1. Prepare the chorus for concerts, usually three annually (December, March & May)
- 2.2. Establish a rehearsal schedule with the MD at the start of term, including sessions with the orchestra
- 2.3. Advise the committee on the need for extra singers, having consulted the SATB section leaders
- 2.4. Advise the SATB section leaders on stage placements for the performance
- 2.5. Attend the final rehearsal of each concert (and if appropriate sing with chorus)
- 2.6. Improve the quality of performance by providing feedback

**3. Programme Planning**

- 3.1. Participate in programme planning with the HMS Committee and MD to achieve the right balance between being enterprising and realistic, appealing to our membership and offering a programme that is attractive to our audience, whilst being cognisant of the financial implications for the Society

**4. A flourishing Society**

- 4.1. Liaise with the appropriate HMS committee members about chorus matters in a timely fashion
- 4.2. Attend the AGM
- 4.3. Use best endeavours to ensure the ongoing success of HMS

**C PERSON PROFILE**

**We are seeking a good match between the requirements and expectations of HMS and the expertise and personality of the new CM. What follows is our ideal specification**

**1. Leading and Inspiring**

- 1.1. Able to inspire an un-auditioned amateur chorus through love and knowledge of choral music
- 1.2. Brings a positive and enthusiastic approach to rehearsal and performance that sweeps others along
- 1.3. Always seeks the highest possible standard

**2. Repertoire**

- 2.1. Has a wide knowledge of classical choral music repertoire
- 2.2. Can contribute to programme planning with reference to the ability of the chorus and orchestra

**3. Singing Technique**

- 3.1. Experienced in training singers of varying abilities
- 3.2. Can teach amateurs how to sing effectively with reference to breathing, phrasing, pronunciation, tone, pitch, etc

**4. Choral Technique**

- 4.1. Can train a chorus to sing well together, achieving a balance and blend of voices
- 4.2. Experienced in preparing choirs for concert performance including performance etiquette and stagecraft

**5. Personal Qualities**

- 5.1. Organised and reliable
- 5.2. Communicates effectively with the chorus in rehearsal
- 5.3. Communicates effectively with the MD to ensure that chorus and orchestra are working towards the same goals
- 5.4. Adopts a collaborative approach with committee members, section leaders, and our other retained professionals
- 5.5. Is encouraging, respectful, approachable and patient
- 5.6. Makes rehearsals fun!

**6. Commitment to HMS**

- 6.1. Prepared to use best endeavours to ensure the continuing success of HMS
- 6.2. No likely conflicts with other commitments
- 6.3. Intending to work with HMS for several years
- 6.4. NB It is desirable but not essential that the CM lives within a one-hour commute of Haslemere

**D TERMS AND CONDITIONS**

Typically there are three Saturday evening concerts per year which include the chorus, in December, March and May, with about 30 rehearsals over three terms, which start early in September. Rehearsals take place on Monday evenings, normally in the annexe at Haslemere Hall, from 7.30-10.00 pm and on the afternoon of the concert performance. Concerts are held in the theatre at Haslemere Hall and commence at 7.30 pm.

A fee of £86.50 per rehearsal will be paid plus £139 per concert (including rehearsal). A contribution to travel expenses if appropriate will be paid. A contract will be prepared for execution by both parties. A formal review with the Vice Chairman/Chairman of HMS and the MD will take place shortly after the first and second concerts after the contract commences and thereafter at intervals to be agreed. Termination of the appointment requires a minimum of one term's written notice on either side.

## **E RECRUITMENT PROCESS**

Sunday 27 May 2018 - Deadline for submission of applications, which will be acknowledged

By Monday 4 June - Notification of candidates of whether shortlisted for interview

Sun 10 /Mon 11 June - Interviews in Haslemere

By Friday 15 June - Notification of candidates of whether they are invited to audition

Monday 24 Sept - Rehearsal auditions with chorus for finalists (Beethoven Mass in C)

Sunday 30 Sept - Appointment confirmed

Monday 3 December - Preferred start date, or if that is not possible

Monday 7 Jan 2019 - Latest start date

## **F APPLICATION GUIDANCE**

**Completed applications must be received by SUNDAY 27 MAY 2018**

**Send by email to: Marion Thomas, Chairman HMS at [hms@extraordinarypm.com](mailto:hms@extraordinarypm.com)**

Please create your own application following the guidance below and send it with a current CV. All applications will be acknowledged

### **1. Personal Information**

Full Name

Address

Email & contact numbers

### **2. Education, Training and Qualifications**

### **3. Relevant Appointment(s)**

Present Appointment(s) - Role, organisation, time in post

Other Relevant Appointment(s)

**4.** Please tell us how you heard of this vacancy, why you want to be HMS Chorus Master/Mistress and what skills and talents you would bring

### **5. Referees**

Please give us details of two professional referees (references will only be taken up if you are called for interview)

Name and Relationship

Address

Email & contact numbers

**6.** Please conclude by affirming that the information supplied in your application and CV is true and correct

**7.** Please make sure your name is on each page