

# Music Director

## Tiffin Foundation for the Advancement of the Arts - Production Role Description

<b>Classification</b>	Production Staff / Artistic Staff (per production appointment)
<b>Prepared For</b>	TFAA productions, programs, and staged events
<b>Purpose</b>	Stand-alone job description for recruitment, onboarding, contracting, and supervision

**Position Title:** Music Director

**Reports To:** Director for artistic integration; works in coordination with Production Oversight, Stage Manager, Vocal Coach, musicians, and cast.

**Mission Alignment:** TFAA production staff are expected to uphold the organization's commitment to artistic excellence, education, community engagement, collaboration, respect, safety, and responsible stewardship of resources. Each role functions not only as a production assignment, but also as a public-facing representation of TFAA's standards, culture, and mission.

### Position Summary

The Music Director is responsible for the musical preparation, vocal integrity, and musical storytelling of the production. This role ensures that performers learn and execute the score accurately, musically, expressively, and in a healthy, sustainable manner.

The Music Director leads music rehearsals, teaches notes and harmonies, develops ensemble blend and style, collaborates on pacing and interpretation, and supports the cast from first music rehearsal through the final performance.

### Primary Responsibilities

- Study the score, vocal arrangements, orchestration, and licensing materials in detail so musical instruction is accurate and consistent from the beginning of rehearsals.
- Teach all vocal music, harmonies, rhythms, cutoffs, diction, style, and phrasing required for the production, using rehearsal methods appropriate for performers with varied experience levels.
- Plan and lead music rehearsals, sectionals, note reviews, and problem-solving sessions in a way that uses rehearsal time effectively and builds confidence rather than frustration.
- Establish clear expectations for memorization, musical preparation, score annotation, and healthy rehearsal habits, including attendance, warm-ups, hydration, and appropriate vocal use outside rehearsals.
- Support performers in connecting lyrics, phrasing, dynamics, and breath to character and storytelling so songs function dramatically and not only musically.
- Coordinate closely with the Director to align musical interpretation, pacing, transitions, underscoring, scene shifts, and tempo choices with the overall production concept.
- Coordinate closely with the Choreographer so dance material, ensemble movement, and staging patterns align with musical structure, counts, and tempo needs.
- Identify vocal health concerns or recurring musical challenges early and develop corrective plans, including individual support, sectional attention, or referral to the Vocal Coach.
- Prepare or supervise accompaniment, rehearsal tracks, and musician coordination as needed for rehearsals and performance, staying within the approved production plan and available resources.
- Monitor musical consistency throughout tech and performances by giving targeted notes, reinforcing entrances and cutoffs, and helping maintain ensemble confidence across the run.

### **Qualifications and Experience**

- Strong music direction, vocal instruction, conducting, rehearsal accompaniment, or equivalent musical leadership experience.
- Ability to teach mixed-experience singers in a clear, patient, and organized manner.
- Working knowledge of vocal health, musical theatre style, score reading, and rehearsal methods.

### **Schedule, Attendance, and Professional Expectations**

- Attend all designated music rehearsals, production meetings where music integration is needed, technical rehearsals that involve music cues or musicians, dress rehearsals, and agreed-upon performances.
- Maintain a supportive and respectful rehearsal environment and avoid sarcasm, public embarrassment, or unsafe vocal demands.
- Communicate clearly with the Stage Manager and Director when additional time, materials, or intervention are needed for the cast to succeed musically.

### **Working Conditions**

- Evening and weekend rehearsals, often including piano or rehearsal accompaniment work, repeated demonstrations, and sustained vocal listening in high-volume environments.

### **Acknowledgment**

I have reviewed this role description and understand the responsibilities, standards, time commitments, and expectations associated with this position.