



PETERBOROUGH NEW HORIZONS BANDS

Conductor Succession Procedure

Date: 2024 March 22

Purpose: Outline the steps for hiring a Conductor.

Procedure:

Initially set up a Succession committee of 3 Board Directors that will do the following.

Prepare and Post Position

1. Determine the desirable characteristics of the applicant for the position.
2. Review the current responsibilities in the contract and that particular Conductor Position Description.
3. Prepare an advertisement.
4. Post an advertisement to current members, conductors, and coaches.
5. If no successful candidate found from the current members, conductors, and coaches,
 - a. review the suggestions made by others for external candidates.
 - b. post an advertisement externally (eg. Websites like INDEED, our website and social media)

Screening

1. Preliminary screening of applicants. Check resumes and references. Prepare a short list of Candidates according to previously prepared criteria.
2. Prepare an interview guide (see Appendix A for an example).
3. Invite applicants to prepare a proposal for the band (e.g. vision, goals, plans).
4. Conduct interviews.
5. Invite selected candidates for an audition.

Finalizing

1. The Succession Committee makes a recommendation to the Board of Directors.
2. The Board of Directors makes the final decision.
3. Applicants are informed of the decision. If they accept, they sign the contract. Signed contract given to Board Secretary for filing.
4. Postings removed.
5. Members, Conductors and Coaches informed. Our social media and website updated.



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Appendix A: Interview Guide

Criteria and Indicators	Interview Questions
<p>Leadership</p> <ul style="list-style-type: none"> - collaborates and works well with adults - motivates and relates well to adult learners - able to lead a team of conductors/coaches - communicates with others in a positive and respectful manner - works with the board of directors to create a smoothly functioning band organization - treats others with fairness and respect 	<p>Tell us about a time when you led a group of individuals to achieve a significant musical project. How did you plan for success? What goals did you set? How did you know you had achieved them? What obstacles did you face? How did you overcome them? How did you address any negativity that arose? What about the project satisfied you the most?</p>
<p>Achieving Excellence</p> <ul style="list-style-type: none"> - creates a positive and enjoyable learning environment - motivates and inspires members to do their best - supports the NHB premise that 'your best is good enough' - achieves a level of performance that satisfies both members and audience 	<p>Tell us about a time when you helped a group of adults achieve a successful goal. How did you set challenging yet achievable goals? What did you do to inspire excellence? How did you know that the members had achieved excellence? How did you recognize their achievement? How did you provide support to people who were struggling?</p>
<p>Music Knowledge and Skills</p> <ul style="list-style-type: none"> - plays a variety of instruments - provides instruction in a variety of instruments - able to conduct large and small groups - selects and adapts music appropriate to members' abilities and interests - familiar with music theory and instruction - assigns musicians to appropriate instruments and band levels 	<p>Tell us about your musical training and background. What instruments do you play? What instruments have provided instruction in? Describe a successful conducting experience you have had. What made it successful? What challenges did you face? How did you deal with them? How did you provide support for the musicians who needed it?</p>
<p>Administrative Experiences</p> <ul style="list-style-type: none"> - preparing budgets - setting up and dismantling equipment - preparing rehearsal schedules - preparing performance programs 	<p>Describe a situation in which you have had administrative responsibilities. What were they? How did you go about achieving the knowledge and skill required to carry them out? What challenges did you face? How did you deal with them?</p>



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Revision History:

Date	Description
2024 March 22	Moved Music Director position description responsibilities to the Conductor Position Description. Referred to Conductor position description and contract in this document instead. Clarified what internal posting was. Added more steps to Finalizing.
no date on it	Succession Procedure

2024-3-22:BS BM