



PETERBOROUGH NEW HORIZONS BANDS

Conductor Succession Procedure

Date: 2024 July 4

Purpose: Outline the steps for hiring a Conductor.

Procedure:

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

1. Determine the desirable characteristics of the applicant for the position.
2. Review the Conductor Position Description and responsibilities the group needs filled.
3. Prepare an advertisement.
4. Post an advertisement internally (to the current members, conductors, and coaches).
5. Do the **screening**.
 - a. Check resumes and references. Prepare a short list of Candidates according to previously prepared criteria.
 - b. Prepare an interview guide (see Appendix A for an example).
 - c. Prepare for audition.
 - i. Get a piece of music for each candidate.
 - ii. Decide how long to make the audition (eg. 20 minutes too short)
 - iii. Create a survey to get the performers and observers opinion (see Appendix B for an example)
 - iv. Select a band or group of people to perform at the audition. Invite others to fill in gaps or just observe. Try to have the same people observe and respond to survey for all Candidates.
 - v. Set up a venue, date, and time to do the audition for each Candidate.
 - d. Schedule and invite Candidates for the audition.
 - e. At the Audition, have someone monitor the allotted time for each candidate.
 - f. This Committee reviews interview notes and survey results and decides on whether a recommendation is to be made to the board.
6. If a successful Candidate is found,
 - a. This Committee makes a recommendation to the Board of Directors.
 - b. The Board of Directors makes the final decision and approves the Candidate.
 - c. Applicants are informed of the decision.
7. If the recommended Candidate accepts,
 - a. Postings removed.
 - b. Members, Conductors and Coaches informed.
 - c. They sign the contract. Signed contract given to Board Secretary for filing.
 - d. Our social media and website updated.
8. If the recommended Candidate does not accept or no successful Candidate found from the internal posting (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)
 - c. Repeat step 5. To step 7.



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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 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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Appendix B: Sample Survey

New Conductor Evaluation

Please only fill out this survey if you have direct experience with both conductors.

NOTE: the survey results are only one factor in the hiring decision that the board will make.

Comments on Candidate1

Comments on Candidate2

2024-7-4:BS_____