

# Job Posting - Artistic Directorate

**Position Title: Department Head, Strings, Ann & George Nation Conservatory School of Classical Music, Victoria Conservatory of Music**

**Application Deadline: 4:00 pm PDT, Saturday June 17, 2017**

Submit cover letter and current CV with two references to [dean@vcm.bc.ca](mailto:dean@vcm.bc.ca) (preferred), or mail to the attention of Micki Stirling, Animator and Assistant to the Office of the Dean, Victoria Conservatory of Music, 900 Johnson St. Victoria BC V8V 3N4

Start date: September 1, 2017, assumption of duties as of August 21 2017

Part-time salaried administrative position with benefits, and separately compensated contracted teaching and adjudicating.

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Founded in 1964, the Victoria Conservatory of Music (VCM) has earned an outstanding reputation of quality in education, performance and music therapy. As a music school for the whole community, the VCM welcomes students of all ages and musical abilities, and offers instruction in all musical genres including classical, folk, and contemporary. Each year, over 3,000 music students and over 1800 music therapy participants experience the extensive array of programs the VCM has to offer year-round.

The Ann & George Nation Conservatory School of Classical Music (CSCM) represents the historical core program area of the VCM, offering training in traditional Western European Classical Music, and is comprised of the Departments of Keyboard, Voice, Winds & Brass, and Strings, as well as courses in Classical Theory, and the high-level Young Artists Collegium, Opera Studio, and Advanced Voice Workshop programs. The Strings Department encompasses a faculty of currently 25 members, offering Studio Instruction, Instrumental Group Classes, and Ensembles for all levels from beginner to postsecondary, in the disciplines of violin, viola, cello, contrabass, guitar, lute, and harp.

The Department Head for Strings, is an active, enthusiastic, and well respected teacher and performer, whose artistic, academic, and administrative leadership expertise, will develop, grow and manage the CSCM Strings Department, creating an outstanding environment for both teaching and learning.

**Reporting to the VCM Dean, and as an active and contributing member of the VCM's Artistic Directorate, the CSCM Department Head for Strings is responsible for the artistic and academic management of the department, specifically as per, however not limited to the following:**

- Developing in consultation with the Dean, the vision, philosophy and policies of the Strings Department;
- Ensuring that the department, its faculty and programming meet the artistic and academic goals and standards as set out by the VCM;
- Coordinating and monitoring the Strings Dept budget, as developed in consultation with the Dean and CFO, and approved by the VCM's Board of Governors;
- Determining faculty requirements for the Strings Department, and participating in the hiring of new faculty;

- Scheduling and chairing regular departmental meetings with the Strings faculty;
- Recruiting, supervising, supporting and evaluating Strings faculty;
- Ensuring that Strings Department faculty are aware of and adhere to all departmental and VCM administrative policies and procedures;
- Managing the shape and structure of the Strings Dept timetable;
- Developing, evaluating and growing departmental programming, including that offered through VCM satellite locations and the VCM Summer Academy;
- Participating in the marketing of the Strings Department including the recruiting of Strings students for all disciplines within the department;
- Fostering links with feeder schools (in coordination with the VCM's Schools Liaison), orchestras and associations, competitor schools, and musical associations;
- Managing the dissemination of new student referrals, and requests for transfer;
- Addressing parent and/or student and/or faculty concerns, and as necessary escalating to the attention of the Dean;
- Reporting and celebrating Strings department faculty and student successes and other news through monthly reports to the VCM Board of Governors, and to VCM Marketing/PR to enhance and strengthen the VCM's community profile;
- Attending regular Artistic Directorate meetings, and as requested from time to time, meetings with the Dean and/or with other VCM administrative staff, members of the VCM Board of Governors, or VCM current/prospective supporters;
- Participating in fundraising initiatives for the department and/or VCM;
- Representing and promoting the CSCM Strings Department at any relevant internal VCM or external meetings/events; and
- Liaising with Strings Department faculty for the scheduling and production of end of term concerts, and coordinating with VCM Venues, Facilities, and Marketing staff as necessary;

**Qualifications:**

1. Master of Music degree, or equivalent in certification and experience;
2. Distinguished reputation as teacher, performer, and collaborator;
3. Experience and skill in building, leading and managing Classical music based programs for all ages and levels; and
4. Ability to build and manage a multi-faceted music program and lead faculty, demonstrating both professionalism and collegiality.

The VCM thanks all applicants for their interest, and will contact only those shortlisted for interviews.