



KamloopsMusicCollective.ca  
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423 St. Paul Street, Kamloops BC

**MAILING ADDRESS**

P.O. Box 983 Kamloops BC V2C 6H1

**236.425.4221**

## **Kamloops Interior Summer School of Music (KISSM) Music Director**

### **Term:**

- Contract period- April 15 2024 - July 26, 2024
- KISSM Weeks: July 8 -26, 2024

### **Direct Report: Executive Director**

### **About the Kamloops Interior Summer School of Music:**

Each summer the Kamloops Interior Summer School of Music (KISSM) draws hundreds of local youth who all have one thing in common, a love for music. Young musicians are challenged, guided and given the opportunity to excel in their creativity. If this is “music to your ears” then a contract position at KISSM might be right for you!

- KISSM is a trusted summer music program that will serve over 200 youth in the summer of 2024.
- At KISSM excellence in music education is delivered by a team of highly qualified educators and musicians.
- Young Musicians who take part in KISSM find more than music. They find mentorship, friendship and a pathway to their future. KISSM offers an inspiring atmosphere for young musicians to follow their passion for music. Youth are challenged, guided and given the opportunity to excel in their creativity.
- The focus of KISSM 2023 will be ensuring that both the musical and social needs of our young musicians are met. After several years of dealing with COVID 19, youth will need to be encouraged to reconnect and meet new, like minded peers. The organizations, staff and faculty will all play an integral role in supporting our participants.



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## **Responsibilities of the KISSM Music Director will include but are not limited to:**

### **Delivery of the program:**

- The Music Director will plan, manage and execute tasks that include, but are not limited to, planning, managing and executing all tasks necessary for the smooth operations of the Kamloops Interior Summer School of Music 2024.
- To be successful the Music Director will need to possess the ability to adopt broad comprehensive objectives set out by the Kamloops Music Collective.
- The successful candidate will be responsible for establishing and implementing the necessary steps for the attainment of the objective and goals of the camp.
- The Music Director will work closely with the administrative team at the Kamloops Music Collective so that they can support the delivery of the program.

### **Customer Service**

- Of paramount importance to any organization is the client experience and as such, the emphasis of this position is slanted toward the task of ensuring students and their families have a positive experience at the camp.
- This will be achieved through a focus on planning, managing and executing all steps necessary for the smooth delivery and operation of the program.
- The Music Director will help to develop protocols regarding participation in the Kamloops Interior Summer School of Music. Young musicians who attend our program in 2024 will need to demonstrate a willingness to attend. The Music Director will assist the faculty in dealing with participants who demonstrate that they are not ready or willing to participate.
- We also recognize that staff who are well prepared and who are having a good experience themselves, tend to create an even better environment for the students, so supporting these teachers is also key!

### **Course Planning**

- The foundation of our summer program is the course grid that includes all classes that will be offered, as well as the staff that will teach each class.



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- The Music Director will work with KMC staff to create a course grid that aligns with our expected registration, staffing and budget numbers.
- The majority of the equipment requirements will need to be established by the end of May. A list of what is required can be sent to KMC Admin (Megan or Rachel) who will arrange requesting/renting what is needed.
- The Music Director will help design and deliver a KISSM 2024 Kindness Curriculum, which will recognize participants who demonstrate positive attributes. This program will encourage young musicians to reach their potential, become leaders and recognize the value in our diverse community.

## Staffing

- The Music Director will be responsible for making staffing recommendations to the Executive Director for approval.
- Staffing recommendations must fit into budget guidelines.
- Core staff are usually finalized by the end of February. Additional staff can be added at the end of March and/or April depending on registration levels.
- Contracts will be prepared and signed by the Executive Director, and then the Music Director will email and communicate with staff directly.
- The Music Director will be responsible for all communication with the KISSM faculty regarding the delivery of the program. Exceptions to this would be questions about administrative items like Criminal Records checks, Tax forms, pay cheques etc.
- Music Director will act as support for faculty
- Time should be set aside to talk with each faculty member individually and staff meetings should be scheduled and communicated. All staff will be required to attend the Pre-KISSM meeting that will take place on July 7th 2024
- The Music Director should use the KISSM Faculty Portal for the posting of internal communications and planning. This portal will be accessible by all staff.

## Facilities

- The Music Director will be involved with the booking of space for the program.
- The Music Director is responsible for ensuring that the program/organization acts within the parameters of the contracts (Example- Booking times, union staffing, concert lengths, clean up and tear down)



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- The Executive Director will sign, communicate and book facilities contracts.
- Once the program starts the Music Director (assisted by the admin team) will communicate with the facilities staff as needed.

### **Concerts and Events**

- Concerts and events will be pre planned with all dates set by the end of May 2024.
- Concerts and Events should have the main focus of serving the kids and families.
- Concerts times and frequency need to be monitored
- There should be an equal balance between disciplines.

### **To Apply:**

[Click Here](#)

New applicants to KISSM should email a resume that highlights their work experience and music education background.

Please email your resume to Info@KamloopsMusicCollective.ca with the subject line:

KISSM Music Director Resume