**The Role of the Ensemble Director (ED)**

Additional notes with particular reference to the Peak District Wind Band. ***Please note that certain arrangements remain under review as we emerge from Covid restrictions.***

These notes supplement the accompanying two extracts from the PDMC Handbook:

Services Provided by the Ensemble Director and

Code of Practice for Ensemble Directors

* Wind Band Rehearsals normally run from 6.30pm to 8.30pm on Fridays in term time at Lady Manners School, Bakewell – currently subject to Covid arrangements. Our intermediate wind ensemble also rehearses at the same venue and at similar times, with two satellite beginner groups at Hope Valley and Buxton.
* There are 30 rehearsals per year, roughly divided between the three terms of the year. (PDMC terms are slightly shorter than school terms.)
* The ED has the primary responsibility at rehearsals for the welfare and well-being of the players and needs to be on site before players start to arrive and must not leave until the last player has safely left.
* On most occasions the ED will have the assistance of one or more Parent Helpers who will look to the ED for guidance as to what they should be doing to help with safeguarding and administration, including taking the register, handing out letters and sorting out music to be returned to the library etc. (N.B. Responsibility for these functions cannot be delegated, however.)
* The ED is in sole artistic charge of their ensemble and expected to organise the week to week running of rehearsals and repertoire.
* The Wind Band ED is also expected to initiate and organise (with reasonable assistance from the PDMC Team) up to three concerts each year, with repertoire and venues of their choice. This will be in addition to major PDMC concerts, which typically feature the Wind Band alongside our String Orchestra and Big Band.
* In the past (now subject to review) the Wind Band ED has led a band tour, typically in Europe, once every three years, alternating with the PDMC String Orchestra and Lady Manners School. Smaller interim tours / residentials may also be initiated.
* EDs of senior ensembles, with older players who often also have school or other music commitments, are encouraged to take initiatives to strengthen the social cohesion and team spirit of their ensemble.
* There is an extensive library of band music built up over some 30 years, but new music can be requested in consultation with the Administrator. Music cannot be lent to other ensembles outside PDMC without the permission of the Administrator.
* Access to other band music (from other Derbyshire Music Centres and the City & County Wind Band Library) can be arranged via the Area Leader of the Derby and Derbyshire Music Partnership.
* EDs are invited to submit funding requests and proposals each year when the overall PDMC budget is being drawn up.
* Each ED has a small budget specifically to fund ensemble assistants to take sectional rehearsals etc..
* EDs are encouraged to maintain good relations with venue-based staff, particularly caretakers, and to ensure that rooms are left as they are found, with lights turned off. Any problems should be reported to the Administrator.
* Given the potential for disruptive snow and adverse weather in the Peak District, EDs need to be familiar with the relevant procedures (see the Handbook).

**Remuneration**

* As this is a self-employed position, ED’s are required to invoice PDMC at the end of each half term for their services, together with any previously agreed and invoiced expenses.
* Fees for rehearsals: Ensemble Directors claim for ½ hour preparation time per session in addition to contact time @ £30 per hour. The rehearsal fee for the Wind Band is, therefore, £75 per session.
* Ensemble Assistant rates are £23.50 per hour.
* Concerts are paid at a set fee per event, depending on the length and venue.
* Attendance in person at staff meetings is reimbursed at £30 per meeting.