



RAINBOW CITY PERFORMING ARTS SEATTLE, WA

Dear Prospective Applicant,

On behalf of Rainbow City Performing Arts (RCPA), thank you for taking the time to look at our job opening for Purple Passion Swing Band (PPSB) Music Director. To acquaint yourself with the position, we encourage you to visit our website to learn more about RCPA: rainbowcityband.com. In addition, please listen to our previous performances on [YouTube](https://www.youtube.com/) and check us out on social media: [facebook.com/purplepassionswingband](https://www.facebook.com/purplepassionswingband). For questions about the position or our organization, please contact our Hiring Committee at hireing@rainbowcityband.com.

PPSB is an 18-member, big band jazz ensemble established in 2001. It is comprised of non-professional, yet highly talented and dedicated musicians striving to continually improve their musical skills. Repertoire includes swing, big band, jazz, and funk. PPSB performs at a variety of professional-level gigs from small, intimate jazz settings (Third Place Commons, Crossroads Bellevue, Tula's, etc.) to larger events such as fundraisers, wedding receptions, and PRIDE festivals.

We are looking for a music director with expertise in swing band and jazz band music who is an empathetic leader seeking to collaborate with a group of highly motivated musicians. We value a sense of humor, creativity, humility, visionary thinking, and a strong ability to listen. Our ideal director would know their strengths and weaknesses and be willing to accept criticism, delegate if needed, and adapt as necessary. A strong commitment to inclusion, transparency in decision making to ensure a trusting relationship with PPSB members and creating a sustainable swing band program is critical.

Rehearsals and performances are year-round, except for August. Weekly rehearsals are Monday nights (moving to Tuesday nights in 2022).

PPSB is part of RCPA, which is a volunteer, board-run organization operating at \$80k yearly budget. We are committed to the following:

- Collaboration: a culture of affirmative support for the work that all our contractors put in to serve our community
- Equity: working to improve our compensation practices so all contractors are paid equitably
- Social justice: we are and serve the LGBTQIA+ community

If you are interested and believe you would make a good fit for our organization, please review the Purple Passion Swing Band Music Director job description, RCPA mission, and qualifications. We welcome applications from anyone who is interested in the position. We will accept applications until end of day on **October 31st, 2021**. Early submissions will be reviewed prior to the deadline.

Thank you for your interest in the position. We look forward to reviewing your application.

Riley McCormack (he/they), President
Board of Directors
Rainbow City Performing Arts

Application Instructions



Deadline to receive all applications is **October 31st, 2021**

Applications for this position must include the following:

1. A cover letter summarizing your qualifications and reasons for applying for this position.
2. A music resume (documentation of your volunteer or work history related to musical performance, teaching, and conducting)
3. Completed *Applicant Questionnaire* (this should be a separate document from the cover letter), located below.
4. (Optional) If you have a video of yourself conducting a band, music ensemble, or symphonic group, please include a link to this video with your application.

Please send all applications to: [hiring@rainbowcityband.com](mailto: hiring@rainbowcityband.com)

Following receipt of your application, we will contact you to let you know if you will be asked to continue to the interview portion. There will be two interviews over internet video call, and after that there will be an in-person audition where you will be asked to conduct and teach a piece to the band.

APPLICANT QUESTIONNAIRE

1. Have you had the opportunity to create a concert program for musicians of varying skill levels? Please provide a program from a previous concert. If you have not had the opportunity, then please create one to represent how you would program a concert.
 - a. What made it unique? What was your creative process?
 - b. How did you measure success with the program?
 - c. How did you organize it? Did you have to work with others?
2. Our mission statement states that we aim to create “a diverse and inclusive environment for musical expression.” Have you had an opportunity to create a diverse and inclusive environment in a rehearsal setting? Please describe how you fostered this environment. If you have not had this opportunity, how would you have started to make the change needed?
 - a. Have you had an opportunity to incorporate diversity, equity, and inclusion in an audition process? If not, how would you do so?
3. What would you identify as your leadership style? How does it show up in your current role?
4. Do you have any other skills and abilities you feel are relevant to the position?

About Rainbow City Performing Arts



RCPA was founded as Rainbow City Band (RCB) in 1998 by Jo-Ann Christen and Scott Lewis. They saw an opportunity to provide a safe, accepting place for LGBTQIA+ musicians to express themselves openly and honestly in Seattle's rich community music scene. In 2001, we incorporated as a 501(c)(3) nonprofit. Our mission is focused on providing a welcoming environment for LGBTQIA+ and allied artists, strengthening individual and ensemble performance skills, and supporting the greater LGBTQIA+ community regionally in the fight for equality, acceptance, and justice. RCB began doing business as Rainbow City Performing Arts in 2012 to be inclusive of all our ensembles.

RCPA MISSION STATEMENT

We are an organization of performance ensembles creating a diverse and inclusive environment for musical expression that promotes the equity and visibility of people in the LGBTQIA+ community.

RCPA ENSEMBLES



Rainbow City Concert Band: Non-audition ensemble, membership of 80-100 musicians. Runs September through March. Rehearses Mondays from 7 pm to 9:30 pm. Performs three concerts each year: Fall concert in October, Winter concert in December/January, and our annual *Justice for All* Series concert in April. We are also working on adding a summer concert.



Rainbow City Marching Band: Runs from April through August. Rehearses Tuesday evenings (switching to Mondays in 2022) from 7 pm to 9pm. Gathers for an annual band camp retreat at Fort Worden in May. Performances begin in June and run through August including the Seattle Pride Parade, Fremont Solstice Parade, Vancouver BC Pride Parade and more.



SpinOUT: Non-audition group, membership of 10-12 people. Runs throughout the year. Color guard rehearsals depend on upcoming performances. Rehearses concurrently with marching band, including attending band camp retreat at Fort Worden in May. Recent years have stepped into winter guard routines and dance in support of other RCPA performances.



Purple Passion Swing Band: Runs from September through July. Rehearses Monday evenings (possibly moving to Tuesdays in 2022) from 7:15 pm to 9:30 pm. This 18-member audition-only big band performs swing, jazz, and funk dance music at small venues, clubs, and private events.



Reign City Riot: Runs February through November. Rehearses Wednesday nights. This pep band performs at Cheney Stadium in Tacoma for OL Reign soccer matches, and also at other events throughout the region.



Small Ensembles: Current ensembles include a saxophone choir, woodwind quintet, trumpet and trombone ensembles, flute choir, and jazz combo. Rehearsals vary. Members are encouraged to organize their own groups for performances in the community and at RCCB concerts.

Purple Passion Music Director Job Description



The Music Director is responsible for all musical aspects of Purple Passion Swing Band (PPSB) and will prepare the ensemble for performances at the highest level possible with a nurturing and respectful attitude.

The Music Director works collaboratively with, and under the guidance of, the Artistic Director for artistic decisions, and works collaboratively with, and under the guidance of, the Rainbow City Performing Arts (RCPA) Board of Directors on all administrative and business decisions.

The duties of the Music Director will include, but not be limited to, the following:

1. **Music Selection:** The Music Director will select and program all music selections with input from concert sponsor(s), and will work collaboratively with the Artistic Director who may provide input for RCPA produced concerts.
2. **Rehearsals:** PPSB rehearses weekly, three times each month. Place, date, and time to be clearly communicated. There will be no rehearsal during the week of a RCPA board meetings or the week following a performance, unless necessary to prepare for a future scheduled performance. The Music Director is responsible for conducting timely, productive rehearsals. When unable to attend a rehearsal, the Music Director will ensure that another RCPA Music Director and/or Leader is present to conduct.
3. **Communication:** The PPSB schedule will be decided collaboratively between the Music Director, Artistic Director, and Board of Directors and will be published quarterly. The Music Director will maintain the email addresses and cell phone numbers for all regular band members for direct communication regarding performances, rehearsal, and sectional plans.
4. **Sectional Rehearsals:** The Music Director may schedule sectional rehearsals as necessary in addition to, or in lieu of, scheduled PPSB rehearsals. Section Leaders will lead their sectional rehearsal. The Music Director will determine which sectional rehearsal(s) they will attend.
5. **Performances:** The Music Director is expected to prepare, rehearse, and conduct music appropriate and sufficient to satisfy any and all jazz performance requirements; generally accepted as one 90-minute set to up to three 45-minute sets of music.
6. **Board Meetings:** The Music Director will attend as many regular Board Meetings as their schedule allows; attendance is mandatory at least once per calendar quarter. The Music Director is an ex-officio member of the Board of Directors, without a vote, but influential in regard to decisions, musical considerations, and sharing knowledge to enhance the organization's goals.
7. **Budget:** The Music Director will contribute ideas and suggestions in creating the Annual Budget and will take responsibility to work within the budget as closely as possible. Overruns, accidental or planned, must be discussed with the President and Director of Finance. Regular communication with the Director of Finance is recommended.
8. **Oversight:** The Music Director will oversee and have authority over the following positions:
 - a. **PP Jazz Combo:** Music Director is responsible for the PP Jazz Combo which is a sub-ensemble of PPSB. The Music Director may choose to conduct the ensemble, allow it to be member-operated, or conducted by an Assistant Director, should one be named by the Board. In any case, the MD is responsible for overseeing that the PP Jazz Combo reflects and represents the same standards as presented by the PPSB.

- b. PPSB Ensemble Manager: managers work with the Director of Operations to ensure the smooth organization and running of all rehearsals and performances
 - c. Section Leaders: The Music Director will empower the Section Leaders to meet the musical needs of their sections. Any proposed changes in Section Leader will be discussed with Artistic Director and the President. This decision will then be timely communicated in private to the Section Leader being replaced, and directly to the members of the affected section.
 - d. PPSB Librarian: The librarian will be available at rehearsals to serve the Music Director and PPSB in the organization of music, filing, and caring for the music library.
 - e. The Music Director, with input from the Section Leaders, will make all final decisions in regard to music part assignment and stage personnel as it affects the musical outcome.
 - f. Band position vacancies will be announced to the entire RCPA community. The Music Director will invite the Section Leader and another RCPA Musical Leaders to auditions and personnel decisions will be made collaboratively.
 - g. Guest Artists: In consultation with the appropriate Board Members and the Artistic Director, the Music Director will be involved in selecting guest artists and working with them to produce the highest quality program possible. All contracts will be approved by the Board and signed by the President.
9. **Marching Band Retreat:** PPSB Music Director is not required to attend, but if the band retreat expands, the Music Director may attend and participate in a leadership role as appropriate. In any case where the Music Director is invited by the Board of Directors to attend and participate in the band retreat, the Music Director's expenses for room and board will be provided by the Board of Directors. In exchange, the Music Director will be responsible for performance preparation, rehearsals, music education, and musical arrangements.
10. **Professional Behavior:** The Music Director is expected to follow the RCPA Member Covenants and behave in a professional manner at all times, being respectful of all members, and creating an enjoyable but productive rehearsal environment.
11. **Performance of Duties:** The performance by the Music Director of the above duties will be overseen by the Artistic Director, with the Board President serving as a liaison between the Board and staff members. When needed, the Board will approve all final employment decisions.

COMPENSATION

This position is part-time with flexible hours and includes a stipend of \$250 per month in addition to the following benefits:

- Creative License: ability to have autonomy over the creative process for concert programming, with approval from the Board
- A Unique Experience (i.e., RCPA is willing to experiment with new visions and ideas)
- Professional Recommendations
- Networking and Connections to National Pride Bands Alliance
- Resources and support from the organization pre-pandemic included an Equitable Season Planning Committee, Librarian, Technical Manager, Ensemble Manager, Board of Directors, and volunteers to help with centralized fundraising and promotion and shared performance opportunities. RCPA's ensembles and management had to reduce the level of involvement and we aspire and expect to return to the same level of support and resources enjoyed pre-pandemic.