

# Musical Director Agreement

## 1. AGREEMENT

This agreement ('the Agreement') is between Wrablers ('the Group') and Rob Stutterheim ('the Musical Director'). It will be in force from Tuesday 04 September 2018.

## 2. DURATION OF THE AGREEMENT

### 2.1 Probation

There will be an initial probation period of three months (or until after the Christmas gig) at which point the Agreement will be reviewed and a decision made whether to continue.

### 2.2 Duration

If both parties agree, the Agreement will be extended for a further 12 months.

### 2.3 Notice

2.3.1 During the probation period either party may give notice of one month that they wish to end the contract.

2.3.2 From the commencement date of the yearly Agreement, either party will give notice of at least 3 months if they wish to end the contract.

2.3.3 Either party may terminate the agreement immediately if the other commits any serious breach of these terms, which cannot be amicably resolved.

## 3. ESSENTIAL ACTIVITIES

1. Attend rehearsals regularly
2. Allocate parts for songs based on the membership at the time
3. Lead the Group to ensure that the songs are performed according to the agreed vision for the song, with a song sponsor from the group for each song who will do the admin.
4. Help the Group to work on any sections of the song that are problematic
5. Help the Group work on performance skills
6. To ensure that the highest possible musical standards are achieved both at rehearsals and concerts, in line with the Group's musical and financial resources
7. To assist the Group in auditioning prospective new members, and make recommendations to the Group following auditions
8. Attend performances and conduct the Group
9. To advise and assist in the artistic direction of the Group

#### 4. OPTIONAL ACTIVITIES

11. Suggest and introduce new songs to the repertoire, to be considered by the Rep Gang
12. Work with individuals on their vocal skills as required

#### 5. WRABLER RESPONSIBILITIES

1. To provide one person (currently Juliana) to manage the Musical Director and to conduct business with the Musical Director on the Group's behalf
2. Provide regular one-to-one feedback sessions for the Musical Director so that the needs of both parties remain aligned
3. To make timely payments to the Musical Director for work undertaken
4. To attend rehearsals regularly
5. To pay attention and play nicely with the Musical Director and fellow singers during rehearsals
6. Be responsible for selecting the repertoire
7. Take responsibility for learning songs by ear from MP3 files generated by musical notation software prior to rehearsal
8. Be responsible for all Group admin (emails, organising venues, performances etc)

#### 6. TERMS OF CONTRACT

6.1 The Music Director is engaged by the group on a self-employed basis and is therefore expected to account for his/her own income tax, VAT and Class 4 National Insurance contributions.

6.2. This Agreement is not a contract of personal service. Accordingly the Music Director is entitled at his or her absolute discretion to arrange for a suitably qualified substitute to carry out any of his or her duties under the terms of this Agreement. Details of any such substitute should be submitted promptly to the Chair of the Group (or Juliana). For the avoidance of doubt the Music Director is wholly responsible for arranging the attendance of a suitable substitute and for any fees to be paid to such a substitute.

#### 7. REVIEW

The Group will provide a quarterly one-to-one session with the Musical Director to ensure that expectations are being met on both sides.

The annual review will take place on the anniversary of the start of this Agreement and will cover fees, the performance of the Musical Director and the success of the role.

## 8. FEES

The following fees will be paid on invoice:

### 8.1 Weekly/Fortnightly Rehearsal Fee

The hourly fee for weekly rehearsals will be £45.00. This will include preparation time outside of weekly rehearsals.

### 8.2 All Day Rehearsal Fee

The fee for all day rehearsals (10am to 5pm) will be £180. The Musical Director may be required to attend all day rehearsals, but Wrablers may also rehearse without the Musical Director.

### 8.3 Expenses

Out of pocket expenses, eg for sheet music, will be repaid on production of receipts, but all such expenditure should be agreed in advance with the Group.

### 8.4 Other Expenses

The Music Director may not enter into any commitment or incur any expenditure on behalf of the Group except as expressly authorised in advance.

## 9. PAYMENT

Payment for weekly rehearsals will be made in arrears by BACs.

Payments for other work will be made no later than 7 days from date undertaken.

## 10. MUSIC DIRECTOR'S RIGHTS

The Music Director's name will be afforded due prominence on all advertising and publicity material.

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Signed (The Musical Director) \_\_\_\_\_

Date \_\_\_\_\_

Signed (on behalf of the Group) \_\_\_\_\_

Date \_\_\_\_\_