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| **JOB DETAILS** | | | |
| Job Title | Music Programmer (Writer) | Job Code |  |
| Grade |  | Function | Musical |
| Department | Artistic | Section | Artistic Director Office |
| Job Family | Specialist | Job Sub-Family |  |
| Reports To | Artistic Director | Direct Reports |  |

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| **JOB SUMMARY** |
| The Music Programmer (Writer) for the UAE National Orchestra (UAENO) will be a key member of the orchestra's artistic team, working closely with the Artistic Director, Music Arranger, and other artistic leadership, the Music Programmer will be responsible for selecting repertoire, writing program notes, musical transcription of the UAE and Arabic music, and contributing to the overall development of the orchestra’s annual season of performances. The role will primarily focus on curating, researching, and developing music programs that align with the orchestra's artistic vision and mission, while ensuring a diverse and inclusive repertoire that celebrates both classical traditions and innovative contemporary works. The Music Programmer (Writer) will help establish the orchestra’s identity through thoughtfully crafted programs that resonate with local, regional, and international audiences, while contributing to the growth and recognition of the UAE National Orchestra. |

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| **DUTIES & RESPONSIBILITIES** |
| 1. **Repertoire Selection and Program Development**  * Work closely with the Artistic Director to develop a diverse and compelling season of performances that reflect both traditional and contemporary works from a variety of cultures, especially in line with the cultural vision of the UAE. * Select concert themes, repertoire, and works that align with the orchestra’s artistic goals and the broader mission to engage with local and international audiences. * Integrate new compositions, commissions, and arrangements into the season, ensuring that the programming aligns with the orchestra’s capabilities and enhances its standing in the cultural community. * Collaborate with the Music Arranger to ensure selected repertoire is accessible to the orchestra’s musicians and fits the available instrumentation and technical requirements.  1. **Artist and Composer Collaboration**  * Foster strong relationships with composers, guest artists, and musicians, commissioning new works and integrating regional and international musical talent into the orchestra’s programming. * Maintain an ongoing dialogue with the Artistic Director, conductors, and musicians to ensure that selected programming works fit within the broader cultural and artistic mission of UAENO, celebrating both the UAE's national identity and global musical traditions.  1. **Research & Development**  * Conduct in-depth research into both established and emerging composers, with a focus on discovering and incorporating underrepresented or innovative repertoire. * Integrate both traditional and contemporary music into the orchestra’s programming, identifying key trends in global classical and contemporary music. * Explore opportunities for collaborative compositions that reflect the UAE’s cultural heritage and its place in the global arts community.  1. **Cross-Departmental Collaboration & Communication**  * Collaborate with the Marketing and Education & Outreach departments to ensure programming is aligned with promotional strategies, community engagement activities, and educational outreach. * Coordinate with the Production and Stage Management teams to ensure smooth logistics for each performance, ensuring that the technical aspects of the music selection and arrangement are handled efficiently.  1. **Performance and Audience Engagement**  * Participate in pre-concert talks, panel discussions, and educational outreach programs that connect audiences with the repertoire and artists. * Work with the Artistic Director to develop initiatives that foster long-term audience development, including community engagement projects and initiatives that promote musical diversity. * Promote and support the inclusion of local composers, musicians, and innovative collaborations within the orchestra’s programming. |

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| **ACCOUNTABILITIES** | |
| **Financial (up to 5)** | **Non-Financial (up to 5)** |
| * Limited direct financial responsibilities responsible for ensuring their programming stays within a defined budget for each season or project. * Cost-effective ways of bringing artistic ideas to life, such as minimizing rehearsal costs or collaborating with other institutions for joint performances. | * Artistic and musical vision alignment and execution * Program Development * Repertoire Research and Curation |

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| **JOB SPECIFICATIONS** | |  |
| **Type** | **Minimum** | **Desired** |
| **Education** | * A degree in Music, Musicology, or a related field | * A Master's degree in a relevant discipline is preferred. |
| **Experience** | * At least 5 years of experience in a similar role, with a strong background in orchestral programming or music direction, preferably in an international or cultural institution. (or same experience in a production company) * Proven knowledge and understanding of Arabic, classical and contemporary orchestral repertoire, with an emphasis on the cultural and artistic nuances of both Eastern and Western musical traditions. * Familiarity with Arabic classical music and its integration with Western classical traditions is a plus, reflecting the orchestra’s unique position in the UAE. | * Experience working in the UAE cultural or musical industry. |
| **Skills & Abilities** | * Excellent organizational skills, with the ability to manage complex and diverse projects simultaneously. * Creative vision for programming, with the ability to balance traditional, classical, and innovative musical expressions. * Ability to think strategically, ensuring that the programming aligns with UAENO’s long-term goals of artistic excellence, cultural engagement, and financial sustainability. * Experience in developing outreach and educational initiatives that reflect the cultural diversity and artistic vision of the orchestra. | * Passion for Music Education |

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| **COMPETENCIES** |  |
| **Behavioral (up to 10)** | **Proficiency Level** |
| Communication & Interpersonal Skills | 4 |
| Time Management | 4 |
| Collaboration and Teamwork | 4 |
| Attention to Detail | 4 |
| Results Oriented | 4 |
| Problem Solving & Decision Making | 4 |
| Creativity and Innovation | 4 |
| Cultural Sensitivity | 4 |
| Influencing | 4 |
| **Technical (up to 10)** | **Proficiency Level** |
| Proficiency in Music Theory | 4 |
| Artistic Quality | 4 |
| Budget Awareness | 4 |
| Project Management | 4 |
| Cross-Functional Collaboration | 4 |
| Negotiation | 4 |
| Planning & Organization | 4 |
| Stakeholder Management | 4 |
| Networking & Relationship Building | 4 |
| Risk Management and Compliance | 4 |

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| **Proficiency Levels** | | | |
| 1 - Basic | 2 - Intermediate | 3 - Advance | 4 - Expert |

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| **INTERACTIONS** | | |
| **Internal** | **Frequency** | **Reason** |
| * Artistic Director | * Daily/weekly | * To ensure that the arrangements align with the artistic vision and thematic direction of the orchestra |
| * Conductors | * Daily/weekly | * To align the arrangement with the conductor’s interpretation, ensuring smooth rehearsals and a strong musical performance. |
| * Orchestra Musicians | * Daily/weekly | * To provide guidance, ongoing discussions regarding repertoire selection and logistical needs. |
| * Operations and Production Team | * When required | * Work on the logistical elements of the concerts, rehearsals, and events. |
| **External** | **Frequency** | **Reason** |
| * Composers | * When required | * Work on commissioning and liaising with composers, ensuring new pieces are delivered on time and within budget. |
| * Guest Artists (Conductors, Soloists, etc.) | * When required | * Negotiate and collaborate on repertoire and program choices, ensure guest artists' contracts align with program requirements. |
| * Collaborating Orchestras/Institutions | * When required | * Plan shared events, ensure seamless integration of their artists and programming with UAENO’s program. |

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| **WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS** |
| Office-based position with required attendance at rehearsals, performances, and other events.  Flexibility in working hours to accommodate the orchestra’s performance schedule, including some evenings and weekends. Travel may be required for collaborations with international artists and composers, as well as outreach activities. |

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| **DISCLAIMER** |
| The job description is not intended to be read as a comprehensive list of responsibilities, tasks, and qualifications needed by employees in that classification.  The employees may carry out additional relevant tasks in order to address the continuous needs of the organization. |

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| **VERIFICATION** | | | |
|  | **Prepared By** | **Reviewed By** | **Approved By** |
| Name |  |  |  |
| Position |  |  |  |
| Signature |  |  |  |
| Date |  |  |  |

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| **VERSION CONTROL** | |
| Version |  |
| Revision Date |  |
| Department Head Approval |  |
| Human Resources Approval |  |

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| **EMPLOYEE ACCEPTANCE** | |
| Name |  |
| Signature |  |
| Date |  |