

Musical Director, Knox Carols By Candlelight 2024 Expression of Interest (EOI)

Introduction

Knox City Council is seeking an experienced and enthusiastic musical director to lead the Carols By Candlelight program in 2024. Working closely with the Knox City Council Events and Festivals team and other members of the show's creative and operational team, the Musical Director will oversee all musical aspects of the show, including song selection and arrangement, casting performers, selecting the band and musical accompaniment, rehearsing singers and band and directing the main stage carols program.

The contract fee for the Musical Director is dependent on experience. As a guide a fee of \$8,000 - \$10,000 ex GST is available for this contract.

Background

Carols by Candlelight is an Australian Christmas tradition that originated in Melbourne and has now spread around the world. The first Carols by Candlelight were held in Alexandra Gardens, Melbourne in 1938, attended by around 10,000 people.

Knox Carols by Candlelight started from humble beginnings with a small band and minimal staging, to most recently completing its 32nd year in 2023. Frequently attracting up to 20,000 people it is now a high-quality concert program held at Wally Tew Reserve, Knox Carols persists as one of the largest and most professional Carols events in outer suburbs of Melbourne.

Event Details

Date: Saturday 14 December 2024

Location: Wally Tew Reserve, Ferntree Gully

Event timing: Pre-Show 5pm – 7:30pm, Main Show 8pm - 10pm

Program: Pre Show Entertainment including 'Knox Factor' Competition Finals, Main Stage Program, Kids and Community Activities, Food Trucks and spectacular Fire Works Finale.

Scope and Requirements

Musical Director Requirements

Knox City Council is seeking a Musical Director who can demonstrate:

- Extensive experience in composing and delivering concert standard performances, working with a variety of specialist contractors;
- Industry leadership with connections across the music and events industries, with the ability to build networks and publicly represent Knox Carols and the organisation;
- A technical understanding of stage production, av and backline requirements;
- Excellent communication, time management skills and the ability to stay calm and perform under pressure;
- Collaborative teamwork with strong stakeholder management skills and the ability to engage with artists, technical contractors, service providers and local community organisations;

- Availability between June and December to produce the Carols program, including regular meetings with the Events and Festivals team, during weekday hours;
- Musical Director must have their own Public Liability Insurance and a valid Working With Childrens Check.

Musical Director Responsibilities

The Musical Director is responsible for the timely development and execution of musical programming and artist curation of the Knox Carols by Candlelight for 2024, delivering a concert standard event, in collaboration with the Knox Festivals and Events Team, including;

- Management of the stage program and music selection;
- Organisation of the music arrangements, combining band, accompaniment, vocalists/choir, and principal singers for a two-hour main show event;
- Leading the development of comprehensive staging plans and collaborate with participants to gather performance requirements and relay these in a timely manner to Council and relevant stakeholders including stage plots, AV, Lighting, and backline requirements;
- Sourcing and booking talent and managing rehearsal schedules;
- Providing direction and support to performers and/or their agents, promoting and establishing strong relationships;
- Ensuring the program is aligned with Knox Council's vision which engages and fosters the community and arts, and demonstrates the organization's core values of Creativity, Community and Connections;
- Supporting Knox City Council in maintaining its strong community base and upholding its reputation.

Proposal /Pitch

Knox City Council is seeking a refreshed Knox Carols program and invites the applicant to propose their vision and ideas for the 2024 Knox Carols by Candlelight performance. The proposal is to include:

- Details of the creative direction of the program including but not limited to music selection and performance style;
- Details of new and/or innovative ideas on how your program would serve the diverse Knox community, making the program inclusive to all residents. The proposal should show consideration for local demographics and accessibility needs;
- Details of the proposed or potential talent or line up, including talent bios.

Refer to Appendix 1 for previous Carol programming/songbook, Site Maps and Access Key.

Knox City Council will be responsible for all other aspects of the event including but not limited to; Pre-show programming, operations and logistics, infrastructure, risk management, staffing, marketing, and financial management.

Submission Guidelines

Applications close Sunday 26 May at 11.55pm Eastern Standard Time.

EOI Submission to include:

- A cover letter detailing your interest in the musical director role and highlighting your experience as per the Musical Director Requirements section along with a copy of your Resume
- Short program proposal as per the Proposal/Pitch section
- Copies of WWCC and PLI

Please send your completed application and proposal via email to:

Kym Griffiths

Team Leader Events and Festivals

E: kym.griffiths@knox.vic.gov.au

Key Dates

Milestones	Dates
Expressions of Interest Close at 11:55pm (eastern standard time)	26/05/2024
EOI Assessment Period	27/05/2024 – 11/06/2024
Applicants notified of outcome	12/06/2024
Project Implementation Stage	01/07/2024

Application Assessment

Submissions will be assessed in two parts, Cover Letter and Resume, and Program Proposal. Applicants must submit all items to be eligible for assessment.

Applicant Selection Criteria

Submission will be assessed based on the following criteria:

Criteria	
Professional Experience & Qualifications	Applicants should have extensive experience, training and/or involvement in producing similar events of this scale or calibre
Community and Industry connections	Applicant should demonstrate the extent of their networks and connections; <ul style="list-style-type: none">- Within the Melbourne and broader Australian music industry- To the local Knox Community / or display their ability to create these relationships.
Music Arrangement	Demonstrated experience in Music Arrangement for orchestra, choir & solo vocalists.
Staging and Audio Visual	Demonstrated understanding of staging and backline requirements
Event Proposal / Pitch	Quality of Proposal and Pitch
Availability	Availability to produce the show between July and December, some weekdays/weeknights will be required to collaborate with events team.

As per our procurement policy, local applicants who live, work or have connection with the Knox City Council area will receive a 10% higher weighting.

Key Council Contact

If you require any further information or have any further questions, please contact

Kym Griffiths

Team Leader Events and Festivals

kym.griffiths@knox.vic.gov.au

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