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| **JOB DETAILS** | | | |
| Job Title | Music Arranger | 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 Arranger will be responsible for creating and adapting musical arrangements for the UAE National Orchestra, working closely with the Artistic Director, conductors, and musicians to ensure that musical works align with the orchestra’s vision and performance goals. The Music Arranger will have a deep understanding of orchestral instrumentation, including symphony orchestra and Arabic orchestra, composition techniques, and the ability to collaborate with various sections of the orchestra to produce cohesive, dynamic, and innovative performances. The Music Arranger will also be involved in arranging original compositions, as well as adapting existing works to suit the ensemble's style, size, and unique cultural context. |

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| **DUTIES & RESPONSIBILITIES** |
| 1. **Music Arranging & Composition**  * Create Musical Arrangements: Arrange and adapt music for orchestra, ensuring that the work is tailored to fit the unique instrumentation and artistic goals of the orchestra. * Original Compositions: Work closely with composers, both internal and external, to create new musical works that reflect the orchestra’s identity, thematic focus, and cultural relevance. * Orchestrations: Orchestrate compositions, ensuring the arrangement is balanced and aligns with the vision of the Artistic Director and conductor. * Repertoire Adaptation: Adapt existing musical pieces to suit the specific needs of the orchestra, whether for size, style, or arrangement.  1. **Collaboration and Communication**  * Work with the Artistic Director: Collaborate closely with the Artistic Director to ensure that all musical arrangements align with the season’s programming, thematic goals, and the orchestra’s artistic vision. * Engage with Conductors: Coordinate with conductors to ensure musical arrangements fit the style and expectations of individual conductors and ensure consistency in the overall artistic direction. * Collaborate with Musicians: Collaborate with various sections of the orchestra to understand their capabilities and make arrangements that are both technically achievable and artistically enriching.  1. **Musical Innovation and Cultural Relevance**  * Foster Innovation: Provide fresh, innovative arrangements that contribute to the orchestra’s mission of artistic excellence while incorporating diverse musical traditions. * Cultural Sensitivity: Create arrangements that are reflective of both classical and contemporary musical traditions, respecting and celebrating the cultural diversity of the UAE and the broader Middle East region.  1. **Score Preparation and Support**  * Prepare Scores: Ensure all musical scores are accurately prepared, formatted, and delivered on time for rehearsal and performance. * Score Adjustments: Make necessary adjustments to the music during rehearsals based on feedback from conductors or musicians, ensuring the final arrangement meets artistic standards and is adaptable to performance needs.  1. **Performance Preparation and Support**  * Rehearsal Coordination: Provide support during orchestra rehearsals to ensure that the arrangements are being played as intended, and offer technical support to musicians where necessary. * Musical Direction: Occasionally assist conductors in rehearsals, especially when implementing complex arrangements, ensuring all sections of the orchestra are synchronized with the arrangement.  1. **Administrative and Documentation**  * Music Library Maintenance: Ensure that all arrangements and orchestrations are properly archived in the orchestra's music library for future reference and performance. * Timely Submission: Submit all musical arrangements and scores according to the established deadlines, maintaining a high standard of accuracy and professionalism. |

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| **ACCOUNTABILITIES** | |
| **Financial (up to 5)** | **Non-Financial (up to 5)** |
| * Cost-Efficiency in Music Preparation | * Artistic and musical vision execution * Licensing and Royalties |

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| **JOB SPECIFICATIONS** | |  |
| **Type** | **Minimum** | **Desired** |
| **Education** | * Bachelor’s Degree in Music (or equivalent professional experience) with a focus in music composition, orchestration, or a related field. | * Advanced degree in Music, Orchestral Conducting, or related field preferred. |
| **Experience** | * Minimum of 5 years of experience in orchestral music arranging, and conducting, within a professional music organization. * Extensive experience in music composition and arranging, including orchestration and production techniques. This may involve writing original music, re-orchestrating existing compositions, or creating new versions of existing pieces. * Proven track record of successful musical arrangements for a variety of genres and styles. | * Experience working in the UAE cultural or musical industry. |
| **Skills & Abilities** | * Strong musical abilities and knowledge of musical theory * Knowledge of Orchestral Programming and Repertoire * Effectiveness in working with the Artistic Director, conductors, and musicians to create a cohesive artistic experience. * Familiarity with various digital audio workstations (DAWs), notation software applications and sound libraries * Understanding how MIDI sequencing works in relation to real-time performance data. * A comprehensive understanding of classical principles behind harmony theory. * Ability to work with different types/levels of musicians | * 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 |
| * Conductor | * 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, and ensure the arrangements are technically feasible |
| * Operation and Production Team | * When required | * To ensure the arrangement translates well into the actual performance setting. |
| **External** | **Frequency** | **Reason** |
| * Composers | * When required | * To facilitate a collaboration that results in a successful arrangement |
| * Guest Artists (Conductors, Soloists, etc.) | * When required | * To create arrangements that highlight the guest artist’s role in the performance and ensure that their artistic needs are met. |

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| **WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS** |
| Office-based position with extensive use of computer and prolonged sitting. Required physical 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 |  |