

EOI - Christmas Carol Music Director

Form Preview

Invitation for Expression of Interest

Volunteer Music Directors – 2 Opportunities available – Warwick and Stanthorpe Christmas Carols 2026

Southern Downs Regional Council invites Expressions of Interest from suitably qualified and experienced individuals to undertake the voluntary role of Music Director for the 2026 Christmas Carols events.

Background

Council is seeking Expressions of Interest from suitably experienced community musicians, music directors, choir directors or performing arts professionals to undertake the voluntary role of **Music Director** for its 2026 Christmas Carols events.

Council intends to appoint **two Volunteer Music Directors**, one for each event, who will work closely with the Civic Events Officer to develop and coordinate engaging musical programs that celebrate the festive season, encourage community participation and provide a family-friendly entertainment experience for residents and visitors.

The Music Director will work closely with the Civic Events Officer to develop and coordinate the musical program for Council's Christmas Carols celebrations, fostering strong community participation and delivering an enjoyable, family-friendly event that appeals to a broad audience.

Applicants may submit an Expression of Interest for:

- Stanthorpe Christmas Carols;
- Warwick Christmas Carols; or
- Both events.

The Volunteer Music Director will support the delivery of the following Council events:

Stanthorpe Christmas Carols

- Date: Friday, 11 December 2026
- Location: Weeroona Park, Stanthorpe
- Event commencement: 6.00 pm

Warwick Christmas Carols

- Date: Sunday, 13 December 2026
- Location: Leslie Park, Warwick
- Event commencement: 6.00 pm

Council encourages collaboration between the successful Music Directors to support cohesive event delivery and identify opportunities for shared performers, resources and programming where appropriate.

Role Overview

Each Music Director will:

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- Work with the Civic Events Officer to develop a musical program for their allocated event.
- Coordinate participating musicians, choirs and performers.
- Assist in selecting songs and performance arrangements.
- Develop a running schedule for musical performances.
- Liaise with performers regarding rehearsals and event requirements.
- Promote local talent and encourage community participation.
- Support the delivery of an inclusive, family-friendly and engaging community event.

Programming Considerations

The Music Director should demonstrate the ability to:

- Deliver approximately 2.5 hours of musical entertainment.
- Develop a program that appeals to a broad audience and encourages participation. Programs should prioritise well-known, engaging and widely recognisable festive music that encourages audience participation and appeals to attendees of all ages and backgrounds.
- Balance traditional Christmas favourites with contemporary and popular festive selections.
- Create an inclusive community event that reflects the diverse interests of attendees.
- Incorporate local performers and community groups where possible.
- Work collaboratively with Council and other event stakeholders.
- Encourage audience participation through well-known and recognisable festive songs.
- Showcase local talent and strengthen community connections.
- Deliver a diverse and engaging program that appeals to a wide cross-section of the community.

Noting:

Council Representatives will be offered the opportunity to participate in official event proceedings, including master of ceremonies responsibilities, prior to any external MC engagement being considered.

Event Delivery Requirements

Applicants should acknowledge that:

- Council is aiming to maximise efficiencies and consistency across event delivery where practical.
- Event dates and scheduling will be determined by Council.
- Collaboration with Council staff and event stakeholders is essential to the success of the events.

Assessment Criteria

Expressions of Interest will be assessed against:

- Demonstrated experience in music direction and/or performance coordination.
- Ability to develop engaging, inclusive community-focused musical programs.
- Knowledge of local performers and community networks.
- Organisational and communication skills.
- Ability to work collaboratively with Council staff and event stakeholders.

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- Capacity to deliver a high-quality music program within the event requirements.

Applicant Details

* indicates a required field

Applicant *

Title	First Name	Last Name

Organisation/Group (If Applicable)

Applicant Primary Address

Address

Applicant Primary Phone Number

Must be an Australian phone number.

Applicant Primary Email

Must be an email address.

Event Preference

Southern Downs Regional Council run 2 Christmas Carol events:

Stanthorpe Christmas Carols - Friday 11th December 2026 - Weeroona Park

Warwick Christmas Carols - Sunday 13th December 2026 - Leslie Park

Please indicate which event(s) you wish to be considered for: *

- ☐ Stanthorpe Christmas Carols
☐ Warwick Christmas Carols
☐ Both

Relevant Experience (25%)

Please provide details of your experience in music direction, performance coordination, choir leadership, event programming, community arts, or related fields.

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Word count:

Must be no more than 500 words.

Community and Industry Networks (15%)

Please outline your connections with local musicians, choirs, schools, community groups, bands, or performing arts organisations that may support the event. And if you don't have those connections, outline how you will make the connections.

Word count:

Must be no more than 500 words.

Proposed Programming Approach (25%)

Please provide a brief overview of how you would approach the musical programming for the event(s), including:

- Types of performers you would seek to engage;
- Audience participation opportunities;
- Traditional Christmas and contemporary festive music;
- Inclusion of local performers and community groups.

Word count:

Must be no more than 1000 words.

Event Delivery (25%)

Council is seeking musical programming of approximately **2.5hours duration** for each event.

Please describe how you would coordinate performers, work collaboratively with Council staff and stakeholders and deliver a successful community music program within this timeframe.

Availability

Please confirm your availability for:

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Planning meetings with Council staff (to be arranged at mutually suitable times) *

☐ Yes

☐ No

Event delivery for nominated Christmas Carols event(s) (Stanthorpe Christmas Carols - Friday 11th December 2026 and/or Warwick Christmas Carols - Sunday 13th December 2026) *

☐ Yes

☐ No

Coordination of performers prior to the event (Music Director to coordinate suitable times) *

☐ Yes

☐ No

Referees

Referee 1

Title

First Name

Last Name

Organisation/Group (If Applicable)

Referee 1 Primary Phone Number

Must be an Australian phone number.

Referee 1 Primary Email

Must be an email address.

Referee 2

Title

First Name

Last Name

Organisation/Group (If Applicable)

Referee 2 Primary Phone Number

Must be an Australian phone number.

Referee 2 Primary Email

Must be an email address.

Declaration

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I declare that the information provided in this Expression of Interest is true and correct to the best of my knowledge.

Applicant Name *

Date *

Must be a date.