

Daejeon Philharmonic Orchestra Recruitment Announcement

Highly qualified and committed applicants are invited to Daejeon Philharmonic Orchestra.

19 October 2017

Mayor of Daejeon Metropolitan City

1 Positions Available

Department	Positions	
Daejeon Philharmonic Orchestra	Principal	Flute
		Clarinet
		Horn
	Vice Principal	Trombone
	Tutti	Tuba

2 Qualifications

Qualifications

1. Musician

- Applicants must major in relevant instruments.

※ Recognized experiences

- Experiences in national, municipal and public arts group, professional arts corporations, or performance-related institutions or organizations operated by national municipalities are recognized.

3. Common qualifications for musicians and administrations

- Candidates should work at all times.
- Candidates who have not violated the Article 31 of the Local

Public Service Act.

- Candidates who have not been disciplined within last 3 years by national or public organizations.
- Male candidates should have served in the military or exempts.
- Candidates should be under 55 years old.

※Local Public Officials Article 31(Grounds for Disqualification)

Any Person who falls under the following subparagraphs may not be appointed as a public official:

1. A person declared incompetent or quasi-incompetent;
2. A person declared bankrupt and has not yet been reinstated;
3. A person sentenced to imprisonment without prison labor or heavier punishment and completed the sentence or for whom five years have not passed since the final decision of exemption from execution of such sentence;
4. A person sentenced to punishment of imprisonment without prison labor or heavier punishment and for whom two years have not passed since the expiration of the period of suspension of execution;
5. A person under the period of suspended sentence of a punishment heavier than imprisonment without prison labor;
6. A person disqualified, or whose qualification in suspended, pursuant to a decision of a court of other Acts;
- 6-2 A person who commits any offense prescribed by Article 355 and 356 of the Criminal Act while in office as a public official, and is punished by a fine not less than 3 million won, and for whom two years have not passed after his/her sentence is finalized;
7. A person removed from his/her office by a disciplinary action, and for whom five years have not passed thereafter;
8. A person dismissed by a disciplinary action, and for whom three years have not passed thereafter.

3 Application Procedure

Category		Audition Date	Date of Successful Applicant Announcement	
Musicians	1st	Document and DVD examination	Nov. 10(Fri) 10:00	Nov 14(Tue)
	2nd	Performance Test : test piece & piece freely chosen by each candidate	Nov. 21(Tue) 10:00	Nov. 24(Fri)
	3rd	Interview	Nov. 27(Mon) 15:00	Nov. 30(Thu)

※ Notes

1. All announcements will be on website of Daejeon Metropolitan City(www.daejeon.go.kr/ 시험정보) and Daejeon Philharmonic Orchestra(www.dpo.or.kr).

2. The time of performance test will be announced on website of Daejeon Philharmonic Orchestra(www.dpo.or.kr), 16 November 2017 Thursday.
3. In case there is no qualified applicant, no applicant may be chosen.
4. Final successful candidate will be appointed after a three month trial period.

4 Audition Procedure

1. Musician

○ 1st round : Document and DVD examination

- Qualifications will be examined based on materials each applicants submit.
- Applicants should submit a performance DVD of a free choice piece within 10 minutes to demonstrate their skills.
- In case there are less than 5 candidates in each filed, 1st round can be omitted.

○ 2nd round : Performance test

- Successful candidates from the 1st round
- Test piece and free choice piece (**applicants must bring their own accompanist**)
- The list of test pieces and details of audition starting time will be announced on www.dpo.or.kr.

○ 3rd round : Interview

- Successful candidates from the 2nd round
- Personality, expertise, capability, etc will be examined.
- Each applicants will be assessed as excellent, normal and poor for each rating factor. Applicants will be disqualified if they get poor for at least 2 judges.

5 Employment

- Position : Daejeon Philharmonic Orchestra member

- Payroll : In accordance with Regulations of Daejeon Municipal Performing Arts Group

6 Application Submission

- Application form will be issued on internet. (www.dpo.or.kr)
- Application for issue period : 19 Oct. 2017(Thu) ~ 7 Nov. 2017(Tue)
- Submission period : 6 Nov. 2017(Mon) ~ 7 Nov. 2017(Tue)
- Submission place : Daejeon Metropolitan City 12th floor, Department of Culture and Arts(Performing Arts)
- Please apply in person or by post.

- Mail acceptance is only valid for arrival until 18:00 on the deadline.
Address: Daejeon Metropolitan City 12th floor, Department of Culture and Arts(Performing Arts), 100 Dunsanro, Seo-gu, Daejeon, S. Korea (zip code: 35242)
- Application fee (5,000KRW, post office postal revenue stamp)
※ Government revenue stamp unavailable

7 Required Materials

1. **List of applicants' submitted documents** (enclosure 1)
2. **Application form** (attached photo / enclosure 2) **part 1** : Download it from the homepage and write in word or handwriting
 - 2 photos : 2 ID pictures taken with in 6 months(3.5cm×4.5cm), printed photo unavailable.
 - ※ Final successful candidates should be asked for the same ID photo.
 - Application fee : 5,000won(Attached to the application from of Daejeon Metropolitan City's certificate stamp. / 2nd floor General Civil Service Office, 8th counter)
 - ※ Applicants who apply by post should send a postal money order(5,000won).
Please contact us if you need an assistant.
3. **Resume**(enclosure 3) : Download from the westside and write on Microsoft Word program.
4. **Self-Introduction Letter** (enclosure 4) : Download from the westside and write on Microsoft Word program.

5. **One copy of graduation certificate from the last school** (Candidates who have higher education than bachelor degree, all graduation certificates are required including bachelor degree.)
6. **One copy of Certificate of career(for applicable person)**
 - Please specify the duty, position, and department of the job with the signature and contact information of the issuer.
 - In case an applicant worked at private organizations, one should attach documents certifying the characteristics of the place of work including business registration certificate.
7. **DVD video materials**
 - Applicants should record a video of ones' performance. The video should be within 10 minutes, unedited, and must show the face of the applicant.
8. **Consent form for qualification verification** : Download from the homepage and fill in your own handwriting.

※ Applicants should submit all original documents. All evidential documents, especially graduation certificate and career certificate should have Korean notarized.

8 Notes

- Please review thoroughly before submitting the application.
- It is the responsibility of the applicant to disqualify for any misrepresentation. All materials should be submitted within the application period.
- All materials are not to be returned. The acceptance may be canceled in case there is a false fact in the documents submitted or the successful applicants do not pass the medical examination.
- Candidates must bring their application form and arrive 30 minutes before the examination.
- If there is no qualified applicant, there may be no successful applicant.

- Following details may be changed according to the circumstance, and applicants can check the announcement on www.dpo.or.kr. So please double check the announcement 7 days before the test.
- For further information, please contact via e-mail dpo@hanmail.net or phone +82-42-270-8386.

Enclosure : 1. List of materials
2. Application form
3. Resume
4. Self-introduction letter
5. Agreement for qualification verification

<Enclosure 1>

<h2 style="margin: 0;">응시자 제출서류 목록표</h2> <h3 style="margin: 0;">List of Materials</h3>
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성 명 Name	시험명 Recruitment	응시분야 Position	비 고 Note
	대전시립예술단 상임단원 공개채용	/	

※응시분야 : 응시하고자 하는 모집분야의 직책 및 약기분류(상임 / 약기명) 기재

▣ 제출목록(총괄표) List of materials

목 록 List	제 출 여 부 Submit
1. 응시원서(사진 2매) Application (with 2 ID photos)	
2. 이력서(사진 1매) Resume (with 1 ID photo)	
3. 자기소개서 Self-introduction letter	
4. 최종학교 졸업증명서 및 성적증명서 Graduation certificate and academic transcript	
5. 경력증명서(해당자) Career certificate(only for applicants who can submit following documents)	
6. DVD 동영상 자료 DVD video material	
7. 주민등록초본 A copy of passport	
8. 자격요건 검증을 위한 동의서(자필) Agreement for qualification verification	
9. 기타 관련분야에 관한 능력을 인정받을 수 있는 자료 등 Other materials which could show applicants' expertise	
10. 등기우편접수시 : 응시수수료(우체국통상환증서) When registrating by post : application fee(postal money order)	

* 제출한 항목에 대하여 제출 여부 란에 “0” 표시

Please mark “0”for submitted items.

<Enclosure 2>

Test Identification (Original)

Mayor of Daejeon Metropolitan City

I submit this application for an recruitment of Daejeon Metropolitan Arts Group.

I pledge that the following information is true. If a false statement is made, the test will be suspended or invalidated under the relevant statute, and I pledge not to raise any objection on the result. I understand that I may not apply for 5 years if I state a uncorrect information.

2017 (Y) (M) (D)

Please refer to the instructions on how to write the form.

<postal money order 5,000won>

Address		Phone:() Cell phone: E-mail :	
Final Education	Bachelor or Under	School / Major / Graduation date(Y-M-D)	Degree/
	Master or Higher	School / Major / Graduation date(Y-M-D)	Degree/
Experience	Work period	Work place	Position
※ Examinee's number		Name	(Last Name)
			(First Name)
Field of application		Passport Number	

(stamp)

Test Identification (Partial) ()			Photo(1) Torso photos aken within 6 months. 2 photos should be the same. (3.5cm×4.5cm)
※ Examinee's number		Name	
Field of application		Passport Number	

(stamp)

(For those who submit via post)

※ Examinee's number	
Name	
Field of application	
Address	

Test Identification ()		Name	(Last name)	Photo(2) Torso photos aken within 6 months. 2 photos should be the same. (3.5cm×4.5cm)
			(First name)	
※ Examinee's number		Passport Number		
Field of application		2017 (Y) (M) (D) Mayor of Daejeon Metropolitan City		

ATTENTION

1. As soon as you receive the tes identification, you should check the examinee's number and the stamp marks.
2. In case you lost the test identification, you can get a new test identification when you bring 1 ID photo to the Culture and Arts Department in Daejeon Metropolitan City.
3. You should carry the test identification, passport and writing sets and arrive 30 minutes early on the audition day.

Insufficiency Please provide () by ().

Instruction

1. Download the form from the website and write in your own handwriting or use a Microsoft Word program.
2. Incorrect information may be a disadvantage of the applicant.
3. The form should be written according to the following instructions.

《 Instruction 》

- ① Address : Please write the current address.
- ② Contact : Please provide the reachable number.
- ③ Education : Applicants must fill in the 'Bachelor or Under'. Applicants who completed or are in master or doctor degree should fill in the 'Master or Higher'.
- ③ Field of application : example) Tutti / Tuba, Principal / Flute
- ④ Career experience : Please provide the work period, name of the organization, and position.

Do not fill in the blank with 「※」.

<Enclosure 3>

R E S U M E

Photo
(3.5×4.5cm)

General Information

Name	First name		Last name	
No. of Passport	(Age:)			
Address				
Current Work	Department :		Position :	
Contact	Home	Office	Mobile	E-mail

Academic Background

	School	Date of Entrance	Date of Graduation	Major	Degree
Academic Background (After High School)					
Thesis, Prize, etc					

Skills and Certification

Certification	Name	Registration Number
Language	Language	Points of Level
Other Skills		

Thesis

Degree	School of Acquisition	Title of Thesis	Date of Acquisition	Thesis Director

Performance(Recital, Collaboration, etc)

No.	Name of the Concert	Date	Location	Performer	Note

Experiences

No.	Work Period	Organization	Department	Position

I certify that the above information is true and correct.

2017. Month. Date

Candidate

(Signature)

Mayor of Daejeon Metropolitan City

<Enclosure 4>

Self-Introduction Letter

Position :

Name :

Date of Birth :

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2017. Month. Date

Candidate

(Signature)

※ A4 paper, maximum 3 pages. Please use Microsoft Word program.

<Enclosure 5>

Agreement for qualification verification

Daejeon Metropolitan City collects personal information in accordance with the Article 15 of the 「Personal Information Protection Act」. Please read the following carefully and decide whether or not to agree after understanding the contents.

I . Agreement of collection and usage of personal information

All information you provide will be used for the following purposes and will not be used for any other purpose.

① Purpose of collecting personal information

- Collection items : Name, number of passport, address, e-mail address, contact number, academic background, work experience, license, and qualification
- Purpose of the collection : To check the qualification to appoint new members of Daejeon Metropolitan Arts Group.(including identity survey and inquiry)

② Period of holding and using personal information

- Until the purpose of collection is accomplished.

③ Disagreement Management

- You have the right to decline your consent to the collection and useage of persoanl information. However, your disagreement may disadvantage in the recruitment of Daejeon Metropolitan Arts Group.

I fully understand the contents above agreement.			
		Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
2017(Y)	(M)	(D)	Name: (Signature)

II . Identification information processing agreement

① Purpose of collecting identification information

- Items : passport number, certification registration number
- Purpose of the collection and usage : to confirm the provide materials and qualification

② Period of holding and using identification information

- Until the purpose of collection is accomplished.

③ Disagreement Managenet

- You have the right to decline your consent to the collection and useage of persoanl information. However, your disagreement may disadvantage in the recruitment of Daejeon Metropolitan Arts Group.

I fully understand the contents above agreement.			
		Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
2017(Y)	(M)	(D)	Name: (Signature)