



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>Position Title:</b>	Director of the Marching Band
<b>Personnel Classification:</b>	Professional Staff, Full-time, Twelve-month -- Exempt
<b>Department:</b>	Student Life
<b>Position Supervisor:</b>	Associate Vice-President of Student Life and Co-Dean of Students
<b>Department Heads:</b>	Associate Vice-Presidents of Student Life and Co-Deans of Students

**Primary Duties:** Responsible for comprehensive directorship of collegiate Marching Band program. Duties may include, but are not limited to the following:

1. Responsible for leading Monmouth College's plans to build a bigger and more dynamic collegiate Marching Band program;
2. Design, implement, and sustain Marching Band practice and performance planning and execution, including directing the band, choosing scores, designing drill, and conducting Monmouth College Band Camp annually in August before fall classes commence;
3. Successfully recruit outstanding prospective students through scouting, social media outreach, admissions event planning, and maintaining effective communication with students and music teachers. Recruitment goals will be set annually in consultation with College offices;
4. Provide instructional leadership and skills development during rehearsals and performance;
5. Effectively manage the program's overall budget;
6. Manage events, including organizing group travel (as necessary), planning and executing budgets, liaising with the Athletics Department, Office of Student Life and Office of Enrollment Management.
7. Enthusiastically promote the Monmouth College Marching Band, music programs, athletics teams, and academic programs.
8. Lead Band participation in parades, such as Homecoming, Monmouth's Prime Beef Festival parade, etc.
9. Depending upon the candidate's skills and experience, some teaching in the Music Department may be expected.
10. Other duties as assigned.

**Required Educational/Professional Qualifications:** Bachelor's Degree required, plus extensive experience in Marching Band directorship at any level. A Master's Degree or higher may be a plus.

**Preferred Qualifications:**

1. Successful instructional and performance expertise in percussion, particularly marching percussion.
2. Demonstrated recruiting skills, including clear oral and written communication skills.
3. Demonstrated ability to teach, develop instrumental activities, and direct student musicians.
4. Ability to support students from diverse backgrounds and to actively foster a respectful, positive learning environment.
5. Ability to address multiple tasks and prioritize as needed. Superior time management, organization, and communication skills required, as is a desire to work directly with students.
6. Willingness to explore hosting on-campus high school band competitions and camps during spring/summer.

**General Expectations of Position:** Conduct is expected to be professional and courteous, reflecting Monmouth College in a positive light. Likewise, duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of the College. Regular and predictable attendance on the job as assigned is an essential function of the position. Work additional time (weekends and evenings) as necessary to successfully carry out all position responsibilities and achieve program goals and results. All requirements are subject to change with possible modifications made to reasonably accommodate individuals with disabilities.

**Work Relationships:** Reports to the Associate Vice-President for Student Life. Daily contact with students, staff, faculty and the public, and frequent contact with prospective students, counselors, and music teachers. Frequent and detailed collaboration with Enrollment Management to ensure best recruitment practices and strategy.

**Driving:** Required to maintain a valid driver license and satisfactory driving record.

**Travel:** Ability and willingness to travel and work a varied schedule including occasional or periodic nights and weekends.

**Additions, Amendments and Deletions:** The whole or any portion of this description may be added to, amended, or deleted at any time by the Director of Personnel or position supervisor with the approval of the Director of Personnel.

**Distribution:** One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.