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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Band Director/Music Faculty

**DEPARTMENT:** Fine and Performing Arts, Music Department **FLSA:** Exempt

**LOCATION:** Main Campus **LEVEL:** Faculty

**REPORTS TO:** Vice President, Instruction **DATE:** August 20, 2014, revised 12-4-15

**POSITION SUMMARY:** The College Band Director is an assignment made to a music faculty member within the division and department; primary duties include teaching band coursework, directing the college band (and any subsidiary groups) and performing according to performance schedule.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Master’s degree with a major in subject field to be taught, or a master’s degree in a related field with 18 graduate credit hours in the subject field to be taught.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Conduct rehearsals and performances of the college band and any subsidiary groups as formed.
* Participate in departmental meetings to determine schedule of activities for the division, department and the Patrons of the Arts.
* Select the music for scheduled performances.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Prepare for and perform at events, as scheduled.
* Participate in and coordinate recruiting activities; be visible at community and regional band activities.
* Select, acquire, maintain and provide secure storage for instruments and other necessary equipment and/or materials.
* Arrange for publicity/advertising/other print materials; make arrangements for materials in a timely fashion, and in coordination with other faculty and staff within the department and division.
* Coordinate Music Festival Activities with other college staff.
* Assist the division chair in the hiring of applied music adjunct faculty.
* Participate in assessment activities; in particular, maintain an assessment plan for band coursework.
* Participate in department activities related to NASM accreditation.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**ADDITIONAL DUTIES:**

* Perform other duties as may be assigned.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to communicate diplomatically, clearly and effectively both verbally and in writing with a variety of people, including employees, students, parents, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to interact effectively with diverse student populations and a wide variety of co-workers; ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to apply active listening techniques to encourage individuals to verbalize issues; ability to deal with abstract and concrete variables.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** Work is performed primarily in a classroom or office setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.
* **Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom or office setting; to stand or sit for prolonged periods of time up to five consecutive hours; to lift, carry, push, and/or pull up to 15 lbs; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:**  None

**Signatures:**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

**NOTICE OF NON-DISCRIMINATION** – *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* ***hrnotice@eastcentral.edu****.*