



POSITION DESCRIPTION

Job Title: City Band Director
Department: Recreation Services
Immediate Supervisor: Recreation Services Manager
Date of Latest PD Revision: February 2020 FLSA Status: Exempt Part Time

Position Objective

To provide leadership and direction and to perform various duties relating to the supervision of a community band. This includes coordinating band rehearsals, selecting appropriate music, scheduling performances, managing music resources, recruiting new members, retaining current members, budgeting, fund raising and public relations.

Essential Duties and Responsibilities

Must be able to work independently and accomplish tasks without direct supervision. Will serve as the main contact for answering questions about the Robbinsdale City Band and must appropriately communicate information about the programs, procedures and policies to members and public.

- Represents the City of Robbinsdale and the Robbinsdale City Band
- Oversees the City Band Ensembles, including Concert, Marching and Jazz.
- Leads all rehearsals and performances.
- Provides the artistic direction of the different ensembles.
- Selects all music to be rehearsed and performed
- Schedules performances and coordinates information with location representatives, city staff and band volunteers.
- Oversees the upkeep and inventory of band property, including equipment, music, instruments, uniforms and supplies.
- Serves as liaison between City and Band members-coordinating schedules and band needs.
- Oversees correspondence and communications, including publicity, brochures, newsletters, press releases, web site information, community media (CCX Media and Sun Post), and social media.
- Recruits new members, while providing positive experience to retain members.
- Coordinates band related programs and activities that may be offered through the City.
- Performs administrative duties that include and are not limited to:
 - Monitors Band accounts separate from City funds;
 - Submits budget requests to the City within the guidelines and timelines published by the City;
 - Assists with developing and recommending policies;
 - Prepares and maintains statistic, records and reports relating to the City Band; and
 - Submits an annual report to the City;

Required Knowledge, Skills, Abilities

- Ability to conduct a musical ensemble.
- Ability to work with adult volunteer musicians of all skill levels and backgrounds.
- Ability to communicate in a positive and effective manner.
- Ability to prepare and implement budgets.

Minimum Qualifications

- Bachelor's degree in music education or related experience.
- Two years of experience as a band director/conductor
- Knowledge of band literature appropriate to the diverse skill levels in an adult community band.
- Ability to work Thursday evenings and other performance dates.
- Proven communication, public relations and interpersonal skills.

Preferred Training and Experience

- Experience conducting concert, jazz and marching ensembles.
- Excellent organizational skills.
- Experience in public speaking.
- Strong delegation skills
- Driver's license with satisfactory driving record in order to serve as back up driver for equipment transfers.

Supervision of Others

Supervises volunteer members of the City Band; coordinates tasks with the Equipment/Uniform Manager, Concert Band Manager and Silks and Finance Manager.

Responsible for Public Contact

- Monitors and responds to customer service issues in a polite and professional manner.
- Works with Recreation Services and Public Works staff to coordinate and implement band related programs.
- Works with other organizations to schedule performances.

Conditions of Employment

- Must comply with organizational and department policies.

Physical Requirements:

The work environment includes practices and performances that will occur both inside and outside and may be subject to climatic changes. Characteristics described are representative of those encounters while performing the essential functions of the job.

Regularly required to be able to talk, hear and use a baton to conduct. May be required to set up supplies, equipment and furniture and therefore should have ability to bend, stoop, twist, lift and grip. May occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Robbinsdale is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.