

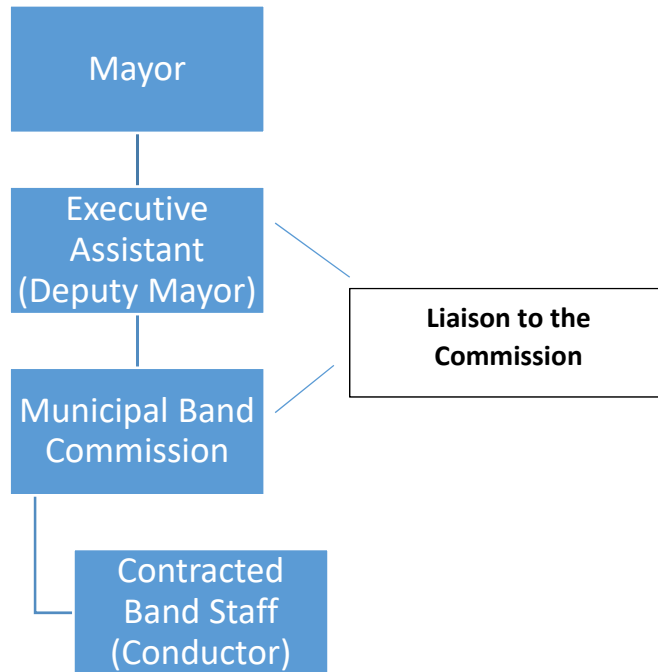
**DUTIES OF THE BAND CONDUCTOR
SPRINGFIELD MUNICIPAL BAND**

The Springfield Municipal Band is a tax funded arts organization funded through the Hotel-Motel Tax Fund and budgeted in the Office of the Mayor, Band Division.

REPORTING STRUCTURE:

Per 32.01 (b)

All boards, commissions, bureaus, committees, councils or agencies of the city, except for legislative committees, shall be part of the executive branch and supervised by the mayor and the executive assistant to the mayor.



QUALIFICATIONS:

- Possess a degree(s) in Music Education, Music Performance, and seven years' experience in conducting.
- Ability to program concerts and select music appropriate to the audience and occasion.
- Ability to plan and execute rehearsals.
- Ability to construct and execute fair and open auditions.
- Ability to follow the City's purchasing (audition) standards to maximize fairness, transparency, and inclusion.

- Ability to maintain the records of audition results.
- Ability to manage a roster of qualified audition judges as defined by the Municipal Band Commission.
- Ability to represent the band to the community through broadcast, print, and social media.
- Ability to relay information in a timely, accurate, and respectful manner to vendor musicians and City staff.
- Ability to seek out and identify ways to increase cultural outreach through new performance venues and collaborations in the community with the advice and consent of the Commission.
- Ability to create and maintain a respectful and productive professional relationship with the Band Manager and Band Librarian.
- Ability to report to the Municipal Band Commission with respect and dignity at all times.

SCHEDULE OF DUTIES:

Pre-Performance – Off Season

- Program and construct all aspects of the audition process by selecting music for sight reading, scales (if used), and performance pieces (if used).
- Provide music for each instrument to Band Liaison to post on the City's website for audition transparency.
- Select the audition judges from the roster of qualified judges.
- Select new additions to the music library while staying within the allotted budget.
- Forward all audition information and audition music/guidelines to the Director of Communications for publication.
- Organize and schedule auditions for returning and potential vendor musicians following the guidelines of the audition procedures outlined by the Commission.
- Compile a list of vendor musicians who have met the audition standards per the audition committee.

May-February Performance Season

- Select concert programming for each performance and for guest performers if necessary.
- Communicate music library needs to the Band Librarian in a timely fashion.

- Provide a list of performance pieces to the band Liaison for inclusion on the ASCAP annual report.
- Conduct rehearsals and provide musical direction and interpretation for vendor musicians.
- Provide guidance and counsel for the Band Manager on the number and type of vendor musicians needed for each performance.