

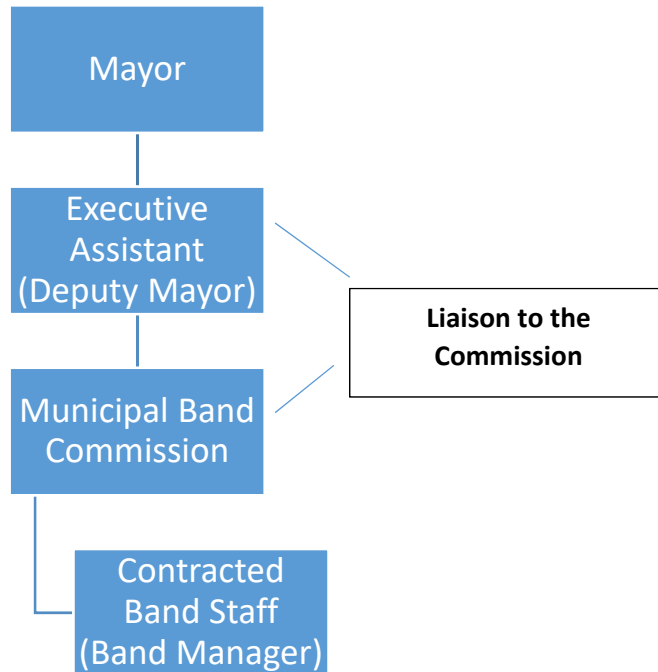
**DUTIES OF THE BAND MANAGER
SPRINGFIELD MUNICIPAL BAND**

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:

- Working knowledge of the management of fine arts organizations, specifically, those involving instrumental performance groups.
- Possess a degree(s) in Music Education and/or previous experience in managing a public/private school music department, or a combination of education and experience in the field.
- Ability to manage costs, track budgets and budgeted expenses, and communicate financial information effectively to the City’s budget and financial personnel.
- Ability to maintain inventory and loss prevention standards by following the guidelines of the City’s accounting personnel.

- 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 create the annual performance schedule within the financial parameters given for the performance season.
- 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 Conductor and Commission.
- Ability to create and maintain a respectful and productive professional relationship with the Band Conductor and Band Librarian.
- Ability to report to the Municipal Band Commission with respect and dignity at all times.

SCHEDULE OF DUTIES:

November-February

- Present a proposed schedule to the Band Commission containing venue, number of musicians for the event, and the cost for each venue including the three staff members.
- Complete off-season jobs for Township Officials, MLK (if asked) and Lincoln's birthday.

March

- Upon passage of new fiscal year budget, compile the information for the Springfield Park District permits and finalize all other necessary paperwork for performance venues.
- Forward the Park District permit requests to the Office of the Mayor for signature.

April

- Complete a beginning of the season inventory of ALL band equipment, shirts, instruments, etc. and forward to the Office of the Mayor for review.
- Forward the finalized concert schedule to the Director of Communications, Office of the Mayor.
- Send finalized performance calendar to local papers, radio stations, television stations, and any other coverage outlet for publication (with the permission of the Director of Communications).
- Confirm (if necessary) rehearsal venue with LLCC for the performance season.

May

- Post the schedule by job and instrumentation needs to vendor musicians.
- Schedule musicians per performance while staying within the cost guidelines associated with the annual budget law.
- Publish a rehearsal schedule and the final performance schedule on the band's Facebook page, then forward to the Director of Communications, Deputy Mayor, Commission, and Liaison.

June-August (Main Performance Season)

- Arrive at the performance site and provide access to storage in a timely fashion
- Coordinate setup with assistance of setup crew
- Check with Conductor for any special setup needs
- Secure equipment in storage after performance
- If there is an issue with Park District property please report it to the liaison and/or the Deputy Mayor for resolution
- Track spending against the per job forecast. If there is a budget issue please notify the liaison immediately.
- Perform end of Duncan Park season inventory for winter storage. Send the new inventory list to the liaison.

September-October (off-season)