

## **Band Program Assistant: Notre Dame Preparatory School**

### **Duties and Responsibilities:**

- Knowledge of brass and percussion instruments preferred. Work with the marching band percussion sections, and upper and lower brass sections including band sectionals.
- Manage instrument inventory for the Notre Dame Band Program (Marching, Symphonic, Jazz), assist with maintenance and repair of equipment.
- Basic arranging/Orchestration knowledge preferred. Arrange music for the Marching, Band Pep Band, Concert Band, and Jazz Band. ND Band Program utilizes Finale.
- Attend Band Camp (ND Main Campus) from July 31st, 2023-August 4th, 2023 from 7:30 AM-5:30 PM.
- Knowledge of Marching Band drill and execution required. Assist with the design and production of the Marching Band half-time shows, and other musical performances as needed.
- Occasional completion of work hours for MSBOA events including Honors Band, Solo & Ensemble, All-State Band (weekend hours).
- Assist with the planning/execution of band events such as Homecoming Tailgate, Band Banquet, Big Band Dinner Dance, etc.
- Assist with planning/execution of Band trips.
- Supervise and maintain rehearsal spaces and instrument storage areas for the ND Band Program
- Organize and maintain a central schedule of all ND instrumental ensemble rehearsals and performances (Marching Band, Symphonic Band, and Jazz Band)
- Organize and maintain rosters using excel.
- Process paperwork.
- Knowledge of Google Workspace required.
- Perform other Band Program duties as assigned by director.

### **Minimum Qualifications:**

A Bachelor's degree or higher in Music Performance, Music Education, or a related field with at least two years of relevant marching band experience, and experience performing as a member of a college/university band.

Flexible schedule required. 19 hours/week.