



Director, Municipal Band

Job Description

Position Type: Part-time, seasonal, contract (majority of work May through September)

Reports To: City Manager

Required Qualifications:

- Effective interpersonal and communication skills with audience and musicians
- Ability to work collaboratively in a diverse community environment
- Technological and organizational skills
- Highly effective conducting and rehearsal skills
- Knowledge and ability to develop concert programs that are entertaining for the public community environment and meet the musicianship level of the band members

Preferred Qualifications:

- Experience as a successful secondary school or college level music director
- Master's degree

Key Responsibilities:

- Lead and conduct the St. Joseph Municipal Band performances every Sunday from the last week of June through Labor Day weekend, including July 4 and Labor Day. There will be one two-hour rehearsal for each one-hour concert program (repeated on holiday if in the same week.)
- Meet the various financial responsibilities through a city-approved budget
 1. Establish payroll rates with the City of St. Joseph and distribute to band members
 2. Submit a budget proposal for the season by April 1
 3. Process weekly payroll recording and submission to the city
 4. Purchase of new music and equipment
- Select repertoire and produce a printed program for each concert program
- Advertise concert program information
- Manage and delegate the following hired positions or as needed
 1. Librarian – maintenance of SJHS Library and Band folders
 2. Band Manager (2 positions) – set up and tear down of rehearsal and performance venues
 3. Sound Engineer – set up, tear down, amplification of performances
- Submit to the City any maintenance needs for the John E. Howard Band Shell venue
- Audition and hire musicians and soloists for the Municipal Band
- Maintain a working relationship with the SJHS School Administration and Music Directors for the use of school facilities for rehearsals (including air conditioning scheduling) and coordinating shared equipment and music library.
- Organize and host end-of-season banquet for band members and city officials.

Application Submission:

- Interested applicants should please submit a letter of intent and resume, including three relevant references, by 5:00 p.m., February 14, 2023, to:

Municipal Band Director Search Committee, c/o City Manager, 700 Broad Street,
St. Joseph, MI 49085 or e-mail jhodgson@sjcity.com