



POSITION ANNOUNCEMENT

Job Title: Director of MU Pep Band
Department: Music
Reports To: Chair
Level: 7
Shift/Hours: 9-Month/Part-time
Date Prepared: September 11, 2017

SUMMARY

This position is responsible for serving as conductor and music director of the Madonna University Pep Band including programming and presenting music at athletic events and student concerts, and implementing rehearsals towards those performances. Also assists with the recruitment of new students for Pep Band.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts auditions, weekly rehearsals, and performs at university games as needed.
2. Builds a music library appropriate to the members' skill level and needs of the pep band. Maintains the pep band music library.
3. Monitors and maintains Madonna University-owned instruments; responsible for proper and secure storage, recommends the purchase of instruments, and tracks the use of borrowed instruments.
4. Collaborates with admissions staff on pep band marketing and recruitment initiatives.
5. Conducts one or more pep band recruitment visit days.
6. Meets with prospective students and their families on individual campus visits.
7. Engages in professional development related to band conducting.
8. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must be prepared to play at games and conducts at least one two-hour rehearsal per week during the fall and winter semesters.

EDUCATION AND EXPERIENCE

Master's degree in instrumental music (performance or music education) and at least five (5) years successful experience rehearsing and conducting instrumental music, including bands. Ability to arrange music for various groups of band instruments. Experience in setting up pep, jazz, stage, and/or marching bands preferred.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.