



Charlotte Concert Band Job Description

Title: Music Director and Conductor

Department: at Queens University, Charlotte, NC

Primary Supervisor: CCB Board of Directors

Secondary Supervisor: (Music Dept Head) Queens University

Completed by: Board of Directors Search Committee

Date: November 1, 2011

About the Charlotte Concert Band: The Charlotte Concert Band (CCB) is a volunteer community band of 70+ members of professional and dedicated amateur musicians from the Charlotte, North Carolina region. Our mission is to promote lifelong participation in music through quality performances of classic concert band repertoire. We accomplish this by providing performance opportunities for adult players and reaching out to younger students of music. The band also serves as a performance ensemble for students at Queens University of Charlotte, who can participate in the CCB for academic credit. There are music majors as well as talented non-majors who enroll in the CCB each semester. Through Queens' sponsorship, the CCB gives students the opportunity to play challenging repertoire in a large ensemble. We are a non-profit 501(c)(3) organization; our funding comes in part from Queens University as well as grants, donations, and a few paid performances.

The Charlotte Concert Band also includes a jazz band ("big band") that plays in the community on occasions via special requests or for concerts on its own. The Charlotte Concert Band also provides a brass ensemble that plays for three graduation ceremonies at Queens University during the first week in May.

Job Summary: The Charlotte Concert Band (www.charlotteconcertband.org) announces an opening for **Music Director/Conductor**. This has been and continues to be a part-time position that includes an appointment as an Adjunct Faculty member at Queens University of Charlotte. There is a per year stipend that is paid by Queens University.

Qualifications: Interested candidates must have a Master's Degree in Music or Music Education and significant experience conducting high school and/or college bands, with community band conducting experience preferred. The successful candidate should be an accomplished conductor and musician with proven success at creating outstanding band performances with dedicated amateur musicians.

Duties and Responsibilities:

1. As the Music Director/Conductor the responsibilities would include but are not limited to:

- * Choose the repertoire that is appropriate to the playing level of the band and also enjoyable to a diverse audience causing the attendance at concerts to grow.
- * Direct a weekly Tuesday evening rehearsal in Dana Auditorium at Queens University from 6:45PM-10PM that includes a 2 hour rehearsal with the Concert Band and time available before or after that rehearsal for jazz band or other ensembles.
- * Communicate effectively with current band and ensemble members concerning rehearsals, concert dates, special instructions, etc, and also respond to prospective band members and arranging an audition to determine acceptance and section seating or other organizational duties.
- * Organize and direct any smaller ensembles, such as jazz band and brass ensemble, and schedule concerts that create opportunities for their performances in the community and at Queens. The Brass Ensemble plays for the Queens three graduation ceremonies during the first week in May.
- * Work with the Board of Directors and Queens Music Department to schedule rehearsal times and the annual performance dates for all ensembles during the year.
- * Increase exposure in the community by utilizing other venues and additional ensembles.
- * Submit repertoire information to program designer prior to concerts and do a final proof prior to printing programs.
- * Create a band-seating chart and give this to the Operations Committee prior to rehearsals.
- * Assign parts and give part assignments to the band librarian for folder accurate preparation.
- * Coordinate with principal percussionist regarding equipment necessary for current repertoire.
- * Reserve Dana Auditorium for rehearsals (Tuesday evenings) and for concerts. This needs to be done in April for the following season.

2. General Administration

- * Attend CCB Board meetings
- * Regularly review the CCB website for accurate and appropriate content
- * Communicate with the band's public relations person regarding press releases or other public information.
- * Ensuring that performances are recorded for use on the website or for CD gifts for donors.

If you are interested in this position, please send your resume to Marilyn Bonkovsky, CCB Board of Directors, via email to: charlotteconcertband@gmail.com