



Rainbow City Band

## MUSIC DIRECTOR JOB DESCRIPTION Purple Passion Swing Band

The Music Director is responsible for all musical aspects of Purple Passion Swing Band (PPSB). The Music Director will prepare the ensemble for musical performance(s) at the highest quality level possible with a nurturing and respectful attitude.

The Music Director works collaboratively with, and under the guidance of, the Rainbow City Performing Arts (RCPA) Artistic Director for artistic decisions. The Music Director works collaboratively with, and under the guidance of, RCPA Board of Directors on all administrative and business decisions.

The duties of the Music Director will include, but not be limited to, the following:

1. **Music Selection:** The Music Director will select and program all music selections with input from concert sponsor(s). The Music Director will work collaboratively with the Artistic Director who may provide input for RCPA produced concerts.
2. **Rehearsals:** PPSB rehearses weekly, place, date and time to be clearly communicated. There will be no rehearsal after a performance, unless necessary to prepare for a future scheduled performance. The Music Director is responsible for conducting timely, productive rehearsals. When unable to attend a rehearsal, the Music Director will ensure that another RCPA Music Director and/or Leader is present to conduct.
3. **Communication:** The PPSB schedule will be decided collaboratively between the Music Director, Artistic Director and Board of Directors and will be published quarterly. Music Director will maintain a directory of the email addresses and cell phone numbers for all regular band members for direct communication regarding performances, rehearsal and sectional plans.
4. **Sectional Rehearsals:** The Music Director may schedule sectional rehearsals as necessary in addition to, or in lieu of, scheduled PPSB rehearsals. Section Leaders will lead sectional rehearsals. The Music Director will determine which sectional rehearsal(s) to attend.
5. **Performances:** The Music Director will prepare, rehearse and conduct sufficient repertoire to satisfy any and all jazz performance requirements.
6. **Board Meetings:** The Music Director will attend as many regular Board Meetings as able; attendance is mandatory at least once per calendar quarter. The Music Director is an ex-officio member of the Board of Directors, without a vote, but influential in regard to decisions, providing musical considerations, and sharing knowledge which will further enhance the organization's goals.
7. **Budget:** The Music Director will contribute ideas and suggestions in creating the Annual Budget, and will take responsibility to work within the budget as closely as possible. Overruns, accidental or planned, must be discussed with the President and Director of



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Finance. Regular communication with the Director of Finance is recommended and encouraged.

8. **Authority:** The Music Director will oversee and have authority over the following positions and policies, and will select (if deemed necessary):
  - a. PPSB Operations Manager, who works with the RCPA Directors of Operations and Events.
  - b. Section Leaders for each section are directly responsible to the Music Director. The Music Director will organize, train, and empower the Section Leaders to be key musical leaders.
  - c. PPSB Librarian. The librarian will serve the Music Director and PPSB in the distribution and collection of music, filing, and caring for the music library. The Music Director will help train the librarian.
  - d. Guest Artists. In consultation with the appropriate Board Members and the Artistic Director, the Music Director will be involved in selecting guest artists and working with them to produce the highest quality program possible. All contracts will be approved by the Board and signed by the President.
  - e. The Music Director, with input from the appropriate Section Leader, will make all final decisions in regard to music part assignment and placement of personnel as it affects the musical outcome.
  - f. Band position vacancies will be announced to the entire RCPA community. The Music Director will invite the Section Leader and/or another RCPA Musical Leader to auditions and personnel decisions will be made collaboratively.
9. **Professional Behavior:** The Music Director is expected to follow the RCPA Member Covenant and behave in a professional manner at all times, being respectful of all members, and creating an enjoyable and productive rehearsal environment.
10. **Performance of Duties:** The performance by the Music Director of the above duties will be overseen by the Board of Directors, with the Board President serving as the liaison between the Board and the Music Director. When needed, the Board President will make final decisions.