



ASSISTANT MUSIC DIRECTOR JOB DESCRIPTION

Rainbow City Concert Band

The Assistant Music Director (AMD) works collaboratively with, and under the guidance of, the Music Director (MD) to prepare Rainbow City Concert Band (RCCB) for musical performances at the highest level possible with a nurturing and respectful attitude. The AMD assists the MD with all musical aspects of RCCB.

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

1. **Music Selection:** The AMD will collaborate with the MD and Artistic Director (AD) to select and program all music.
2. **Rehearsals:** RCCB rehearses weekly, place, date and time to be clearly communicated. The AMD is responsible for assisting the MD to conduct timely, productive rehearsals. When unable to attend a rehearsal, the AMD will ensure that another Rainbow City Performing Arts (RCPA) Music Director and/or Leader is present to conduct. The AMD will collaborate with the MD to warm-up and tune RCCB to ensure a timely start of the scheduled rehearsal.
3. **Communication:** The RCCB schedule will be decided collaboratively between the MD, AD and Board of Directors (BoD) and will be published quarterly. AMD will assist the MD to maintain the email addresses and cell phone numbers for all section leaders for direct communication regarding performances, rehearsal and sectional plans.
4. **Sectional Rehearsals:** The AMD will assist the MD in scheduling sectional rehearsals during planned sectional nights when the large ensemble does not meet. The AMD may determine which sectional rehearsal(s) to attend.
5. **Performances:** In collaboration with the AD and the MD, the AMD is expected to prepare, rehearse and conduct at least one piece for each of the performances in the season's concert series.
6. **Board Meetings:** The AMD will attend as many regular Board Meetings as able; attendance is mandatory at least once per calendar quarter.



7. **Budget:** The AMD will collaborate with the MD to 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 MD, Board President, and Director of Finance.
8. **Marching Band Retreat:** The AMD is not required to attend Marching Band Retreat, but if the band retreat expands, the AMD may attend and participate in a leadership role as appropriate. In any case where the AMD is invited by the BoD to attend and participate in the band retreat, the AMD's expenses for room and board will be provided by the BoD. In exchange, the AMD will be responsible for assisting the MD in performance preparation, rehearsals, music education, and musical arrangements.
9. **Professional Behavior:** The AMD is expected to follow the RCPA Member Covenants and behave in a professional manner at all times, being respectful of all members, and creating an enjoyable but productive rehearsal environment.
10. **Performance of Duties:** The performance by the AMD of the above duties will be overseen by the MD, with the Board President serving as a liaison between the Board and staff members. When needed, the Board will approve all final employment decisions.