



Position Title: **Jazz Band Club Director**

Last Updated: July 2024

Reports To: Director of Music; Dean of Faculty

Status: Permanent Part-Time

Schedule: Hours determined per the needs of the program, generally evenings and special events

Benefits: Not benefit eligible, except sick time per the MA State Sick Time Law

Tuition Remission Eligibility: No

Summary Description: Jazz Band Club fosters creativity and musical excellence in a supportive environment by bringing energy, creativity, and a collaborative spirit to our musical community and be able to balance the technical aspects of jazz instruction with fostering a fun and engaging club atmosphere.

Essential Functions:

- Direct weekly evening rehearsals of the Jazz Band Club
- Select engaging repertoire that introduces students to various jazz styles and improvisational techniques
- Mentor students in their musical development and foster a love of jazz
- Showcase student learning in performances throughout the year
- Collaborate with Director of Music regarding equipment needs, concert production, and the administration of the club

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- If applicable, Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as needed or assigned

Qualifications:

- Bachelor's Degree required; Advanced degree preferred
- Minimum of three years' experience, preferably with independent boarding schools
- Proficiency in multiple jazz instruments
- Ability to effectively interface with all levels of the school community
- Motivated self-starter, strategic thinker, with organization and initiative
- Patience and persistence, with an eagerness to set ambitious, challenging, and tangible goals
- Ability to inspire and motivate young musicians
- Excellent communication, leadership and interpersonal skills
- Strong improvisational skills and knowledge of jazz theory
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor

Qualifications cont'd:

- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have a valid driver's license

Physical Qualifications:

The person in this position:

- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 30 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The employee may be regularly exposed to noisy environments
- The environment may be hectic at times with interruptions, multiple distractions, and changing priorities

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.