Classification Specification for Unclassified Service

**Title:** Associate Director Bearcats Bands

**Pay Scale Group:** 16-01

**Essential Function**

Under general supervision from a designated administrator, assist in the musical preparations of the university band for performances and functions and act as the Band Director in his/her absence.

**Characteristic Duties**

Assist the Director of Bearcat Bands in the administration and instruction of the Bearcat Band program;

Conduct and/or monitor band sub-group performances;

Act as the Band Director in his/her absence;

Perform musical research and other administrative tasks;

May order and maintain inventories of appropriate equipment, instruments, music and uniforms;

Attend meetings and recruit new band members;

May provide direct supervision to exempt and non-exempt staff;

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with three (3) years of experience; -OR- Associate's degree with five (5) years of experience; -OR seven (7) years related experience. Degree must be in Music, Education or related field. Experience must include musical directing. Experience may also require at least one (1) year supervision.