



Bluefield State College

Job Vacancy Announcement

Band Director

(Search Extended)

POSITION TITLE: **Band Director**

JVA#: 2021-08

DEPARTMENT: Athletic Department

ABOUT BLUEFIELD STATE COLLEGE ATHLETICS: Bluefield State College (BSC) is a member of the National Collegiate Athletic Association (NCAA) Division II. BSC Athletics is home to 22 men's and women's varsity sports (12 new sports including football), offering qualified students rewarding opportunities in athletic competition, training, and support activities. Athletic highlights include Men's Tennis as 8-time Atlantic Regional Champions, Men's Golf as 2016 USCAA National Champions, Men's Basketball as 2019 USCAA National Runner Up and Women's Basketball as 2-time ECAC Champions. Our dedicated coaches and staff are committed to recruiting promising student-athletes, developing their athletic and academic talents, and instilling leadership skills that contribute to their ultimate success in life.

POSITION SUMMARY: Reporting to the Director of Athletics, the **Band Director** is responsible for developing the vision as well as administering the day-to-day programming and operational needs for the Bluefield State College band. The Band Director develops and implements musical programming for athletic, campus and community events and engages in recruiting, marketing, and fundraising opportunities.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time 1.0 FTE, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is contingent upon available federal grant funding.

CORE RESPONSIBILITIES:

- Develop the vision and administer the day-to-day programming and operational needs for the Bluefield State College band.
- Develop and implement musical programming for athletic, campus and community events. Deliver a variety of musical programs appealing to a wide range of diverse constituents to benefit the support and growth of the College. Includes but is not limited to providing for band participation at extracurricular college and community events, such as concerts, football games, other athletic events, pep rallies, parades, and special ceremonies.

- Direct instrumental performers, such as marching band, concert band, soloists, and ensembles. Through band activities, instruct and assist in the growth and success of a diverse population of student band members.
- Engage in recruiting, marketing, and fundraising opportunities on behalf of the College.
- Accompany and supervise students on out-of-town band trips. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain scheduled office and campus hours, and participate in department/division meetings and committees.
- Maintain current inventory of all fixed assets within assigned unit; responsible for overseeing proper cleaning, repairing, and storing of all band equipment.
- Responsible for recruitment, selection, training, supervision and evaluation of assigned staff.
- Be knowledgeable of and ensure compliance with relevant federal and state regulations, and the policies of the governing board and the policies of Bluefield State College as contained in the Academic Catalog, the Faculty Handbook, the Staff Handbook, and any other practices which are common to the institution.
- Perform the administrative duties associated with the responsibilities of Band Director, including but not limited to: establishing business and community relationships to solicit support; assisting with marketing the sports programs to increase spectator engagement; administering the band's budget, forecasting and controlling expenditures; preparing reports; and participating in revenue-generating and fundraising goal setting and activities for assigned program, the Athletic Department and the College at-large.
- Perform other duties as assigned.
- Late afternoon, evening and/or weekend hours and assignments are required.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree in Music or related field from an accredited institution required.
- At least one year of experience in the building and maintenance of a successful band program.
- Knowledge of overall operation of instrumental music program with ability to demonstrate a solid foundation of music performance and music theory.
- Commitment to the mission of higher education, student academic success and student well-being.
- Record of personal and fiscal integrity.
- Ability to set clear, attainable goals for students and the band program.
- Ability to effectively manage budget and personnel.
- Knowledge of relevant state regulations and related policies governing band activities.
- Ability to implement policy and procedures appropriately.
- Ability to interpret data.
- Strong communication (oral and written), public relations, time management and interpersonal skills.
- Must maintain a valid U.S. Driver's License.
- Must be able to meet the late afternoon, evening and/or weekend hours of this position.

PREFERRED QUALIFICATIONS: An advanced degree which includes emphasis in Conducting or Instrumental Music. Significant experience building and maintaining an outstanding band program. Mastery of several instruments.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>)
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: May 14, 2021

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Tuesday, **August 31, 2021**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.