

Patriots Community Band

Lead managers and supporting staff needed

Schedule:

Seeks out concert venues, establish contracts with customers, schedules concerts to occur throughout the year, aligns concerts with a rehearsal schedule.

Advertising and programs:

Creates and manages all advertising in newspapers, fliers, and on-line locations. Prepares all ad graphics and written announcements/articles. Works with conductor and other band managers to develop, create, prepare, and distribute "handout" programs for indoor concerts

Fundraising:

Develops and manages all fundraising efforts including grants, donations, sponsorships, special events, etc.

Communications:

Manages all in-band communications for rehearsals, concerts, and other announcements to coordinate players. Develops all text and image materials for presentation on the Patriotsband.com web site. Maintains the Patriotsband.com website (including payments for hosting services). Sends out "Remind"-type text announcements for urgent messaging with band members for concert/rehearsal cancellations, special instructions, etc.

Membership:

Maintains a complete and updated list of band members with associated contact information (telephone numbers, e-mail addresses). Maintains community and occupation information for inclusion in concert programs. Provides band member list with instrument and part information to music librarian as needed for distribution of music, to Communications team for inclusion on website, and to Programs team for inclusion in concert program. Refers new member applicants to the conductor and section lead for evaluation, helps recruit new members to fill vacancies.

Music Library:

Manages the music library by keeping a complete inventory of available music and by organizing stored music for retrieval and use. Prepares music for use by making necessary copies for player folders and maintaining original parts in the library. Manages the return and re-filing of music after performances. Also assists conductor in acquiring/purchasing new music.

Logistics:

Manages equipment transportation to and from concert locations, manages concert set-up/teardown, rehearsal set-up/teardown. Assists in concert scheduling by inspecting concert

venue facilities for adequate size, proximate parking, power, access, sound systems, etc. Serves as liaison to the rehearsal facility owner, assists in rehearsal scheduling and facility access. Works with venue owner and band sound team lead to plan need and set-up arrangements for sound system.

Treasurer:

Manages the band bank account, performs all financial recordkeeping, assists Band Manager in paying bills and depositing incoming monies. Provides regular updates on band finances to members of the Patriots Board of Directors.

Manager:

Serves as Statutory Authority for the band and handles all 501(c)(3) business requirements with Secretary of State; completes all business tax interactions with the IRS; maintains accurate inventories of band assets, seeks out and maintains insurance coverage for the band; addresses legal issues on performance agreements and signs contracts on behalf of the band. Also Leads the band Board of Directors meetings, addresses long-range planning, and addresses issues. Serves as primary point of contact with the conductor. Oversees and guides the entire band staff, promotes cooperation, fills vacancies in staff positions, and fills in other duties as needed.