



**USC** University of  
Southern California

## Associate Director, Trojan Band Job Description

### JOB INFORMATION

<i>Job Code:</i>	137632
<i>Job Title:</i>	Associate Director, Trojan Band
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Student Programs
<i>Job Family Group:</i>	Student Support Services
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Assists the Director in developing and supervising the operations of the Trojan marching band (TMB) in all areas. Assists in the implementation of all TMB affairs, programs, and performances. Responsible for TMB recruitment. Assists the Director as the academic contact for all students enrolled/participating with the TMB and serves as a key resource for band program information.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related music production experience.
X		Commitment to creative output, excellent communications skills, and highly advanced organizational skills.
X		Experience in budget management, marketing and communications.
X		Experience in marching/athletic band teaching at the collegiate/university level, demonstrated success leading marching/athletic bands, and experience charting for marching bands using Pyware or a similar software.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists the Director in developing and supervising the operations of the marching band (TMB) in all areas and serves as Director in their absence. Manages staff assigned to TMB program. Assists in recommending organizational structure, reporting relationships, and staffing needs based on program goals. Assists in makes hiring, promotional, and salary decisions in accordance with university policy. Provides performance appraisals for staff and determines need for disciplinary action Develops and recommends program operating and administrative policies. Manages the dissemination, interpretation and application of program policies and recommends disapproval of exceptions.				
Writes and produces music performed by the TMB. Assists in the implementation of all TMB affairs, programs, and performances. Coordinates events and performances with athletic department, alumni department, and external stakeholders, as required. Develops strategies for marketing or promoting the band to maintain a local, regional, and national profile. Resolves production issues involving music, equipment, personnel, budget, student interaction, travel, and program policies. Sets and communicates priorities and performance standards and assesses operations using these criteria.				
Responsible for TMB recruitment. Attends, and lead as necessary, all campus-based orientation events, as well as makes appearances during the recruitment fair. Responsible for organizing and implementing all on-campus recruitment events. Maintains active memberships in music education organizations as seen fit to benefit the profile of the program (SCSBOA, CMEA, CBDA, etc.) and to aid in recruitment. Attends local, regional and national events, conferences, and meetings as deemed necessary by the Director. Participates in the development and administration of program budgets and recommends resource allocations. Authorizes expenditures within established limits. Provides financial status reports as requested.				
Assists the Director as the academic contact for all students enrolled/participating with the TMB. Manages attendance, assists with the assigning and submitting of grades of enrolled students, oversees the administering of quizzes/tests on sanctioned band trips, collaborates with fellow faculty members on campus, and when necessary, composes letters of recommendation/class-conflicts and advocating for students. Responsible for overseeing the creation and implementation of the academic curriculum for Leadership Training.				
Serves as a key resource for band program information. Serves on committees as needed or as deemed appropriate by the Director. Attends all TMB board meetings. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
Yes	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.