



## JOB INFORMATION

Job Code:	137632
Job Title:	Associate Director, Trojan Band
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Student Programs
Job Family Group:	Student Support Services
Management Level:	5 Administrator
Associate Director, Trojan Band	

## 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 or participating in the TMB and serves as a key resource for band program information.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
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

Req	Pref	Functional Skills
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.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
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

	% Time	Essential	Marginal	N/A
Assists the Director in developing and supervising the operations of the Trojan 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 making 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 approval 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, as necessary, leads 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, (e.g., SCSBOA, CMEA, CBDA, etc.), as seen fit to benefit the profile of the program 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 in/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 advocates 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. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
Yes	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's		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,

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 efforts, and mobilize other staff members if needed.		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 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.