

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE	CONTRACT REFERENCE
Musical Coordinator	FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director	January 2016

JOB SUMMARY

To oversee all aspects of instrumental and vocal music respectively

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	In collaboration with the director, determine vocal and instrumental music for the production.
2.	Select instrumental and vocal music to comply with the overall vision of the director.
3.	Assist the director in cast selections as assigned.
4.	Prepare students in their musical roles for a quality production.
5.	Collaborate with staff to ensure quality practices, run throughs, and rehearsals.
6.	Provide musical assistance to ensure a quality production.
7.	Attend all meetings related to the production.
8.	Duties as assigned by the director.
9.	Report any issues of concern regarding safety, conflict, staffing, students, and parents to the director.

QUALIFICATIONS (Specific training or job experience required before appointment)

- Vocal, Instrumental Experience Preferred
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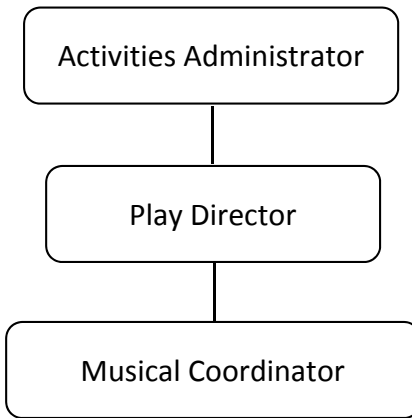
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.