



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Associate Director of University Bands
Department:	Music / Band
Reports To:	Torre Goodson, Director of University Bands

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Associate Director of Bands supports the Director of Bands in the instruction, administration, and daily operation of Clark Atlanta University's band program, with a primary emphasis on the marching band. Responsibilities include teaching and rehearsing student musicians, assisting with drill and visual program instruction, supporting music and performance preparation, coordinating logistics for rehearsals and performances, assisting with recruitment and retention, and reinforcing standards of discipline, conduct, and professionalism. This position reports directly to the Director of Bands and is a staff instructional role. All duties must be performed in accordance with University policies and applicable institutional guidelines. Work includes extensive outdoor rehearsals and performances, extended evening and weekend hours during marching season, exposure to loud noise levels, and moderate to active physical activity. Duties may require prolonged standing and walking, lifting and transporting equipment weighing up to 25–50 pounds, and supervising students for extended rehearsal blocks.

Examples of Duties and Responsibilities:

- Assist in the instruction and rehearsal of the marching band, including music rehearsal, drill execution, visual technique, fundamentals, and performance readiness.
- Teach and reinforce marching fundamentals, ensemble cohesion, posture, alignment, spacing, and stylistic performance standards.
- Assist with drill teaching, cleaning, and staging in coordination with the Director of Bands and visual staff.
- Coach student musicians individually, in sectionals, and in full ensemble settings to promote musical and visual excellence.
- Support auxiliary units (e.g., drumline, color guard, dance line) in collaboration with assigned coordinators.
- Assist in planning and executing rehearsals, performances, game-day operations, exhibitions, and special events.
- Support recruitment of prospective marching band members, including auditions, outreach, campus events, and collaboration with admissions and scholarship offices when applicable.
- Monitor academic standing and enrollment of band students and communicate concerns to the Director of Bands and appropriate support staff.
- Assist with coordinating travel logistics, call times, equipment loading, and on-site supervision for performances.
- Participate in the selection, fitting, inventory, and maintenance of marching band uniforms, instruments, and equipment with attention to budget oversight.
- Enforce band policies related to attendance, conduct, and professionalism to uphold the image and reputation of the University.
- Assist with administrative duties such as attendance tracking, rehearsal documentation, communication, and compliance with departmental procedures.
- Perform additional duties as assigned by the Director of Bands and/or Department Chair.

Knowledge, Skills and Abilities:

Successful applicants must possess:

Demonstrated knowledge of marching band pedagogy, rehearsal techniques, and performance preparation.

Strong background in marching band performance, instruction, or leadership at the high school, collegiate, or professional level.

Ability to teach marching fundamentals, drill interpretation, and ensemble performance techniques.

Strong communication and organizational skills with the ability to manage high-energy, fast-paced rehearsal environments.

Ability to mentor and motivate student musicians while maintaining discipline and accountability.

Ability to work collaboratively with instructional staff, graduate assistants, and auxiliary coordinators.

Knowledge of safe rehearsal practices and basic first aid.

Minimum Hiring Standards:

Education	Bachelor's degree in Music, Music Education, or a related field OR Equivalent professional or collegiate-level marching band performance and instructional experience commensurate with a bachelor's degree
Years of Experience	Minimum of 2 years of marching band performance, instructional, or leadership experience at the high school, collegiate, or equivalent level
Years of Management/Supervisor Experience	N/A

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