

Job Description
Director of the Gorge Winds Concert Band
2020 and forward

The Director of the Gorge Winds Concert Band (GWCB) will be responsible for the following duties:

- **Make arrangements for concert and rehearsal venues, filling out the necessary building use permits and negotiate fees as required.**
 - **Calvary Baptist Church:**
 - **Secure dates and determine fees for the Spring and Christmas concerts.**
 - **The Dalles Middle School:**
 - **At the beginning of each school year, meet with Middle School Office Personnel and Band Director:**
 - **Note what conflicts may exist for the year between GWCB rehearsal and other users of the Middle School Band Room.**
 - **Secure the days available for weekly GWCB Rehearsals and fill out the building permit for the use of the Middle School Band Room.**
 - **For performances to be held on the Middle School Stage, secure the date, determine the fee, and fill out any required form.**
 - **Throughout the year, be aware of added school events which conflict with GWCB rehearsals or performances.**
 - **For any conflict between the Middle School Band's room schedule and the GWCB's rehearsal schedule, at the first of the year for all known conflicts and again for each additional conflict that arises during the school year, do the following:**
 - **Contact The Dalles High School band director to determine if the High School's band room is available for use.**
 - **If the Band Room is available, secure permission for its use and fill out the building use permits at the High School office.**
- **Attend all GWCB meetings, and work with the Board on the administration of the GWCB.**
- **Select the music for rehearsals and concerts**
 - **Work with the GWCB Treasurer when purchasing music and materials for the band.**
 - **Work with the GWCB Librarian to keep the music library up to date.**
 - **Work with the GWCB Secretary to have working copies available for the band members.**
- **Conduct rehearsals. Rehearsals are in The Dalles Middle School Band Room, on Thursdays, from 7:00 to 9:00 PM. If unable to attend a rehearsal, secure a substitute director.**
- **Conduct a minimum of three concerts per year, including the annual Christmas and Spring Concerts. Additional performances are encouraged, as available. (Traditionally, the GWCB has also performed Fall and Fourth of July Concerts. However, the venues' availability is variable, and sometimes those performances are not an option.)**
- **Work with the Board to confirm arrangements for the concerts.**
 - **Provide concert information necessary for the Board to handle the advertising: flyers, programs, PSAs, billboards, reader board, etc..**
- **Maintain a current email list of all band members and send out group emails to the band membership with rehearsal and concert updates.**
- **Obtain new members' roster information and forward it to the GWCB Secretary.**