

Job Description
Director of the Gorge Winds Concert Band
2023 and forward

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

- Attend all GWCB meetings as an advisory member and work with the Board on the administration of the GWCB.
- In conjunction with the Board, the Director will schedule rehearsals and performances.
- In conjunction with the Board, the Director will make arrangements for concert and rehearsal venues, fill out the necessary building use permits, and negotiate fees as required.
- Control the musical direction of the Band, including the choice of repertoire.
- Select the music for rehearsals and concerts.
 - Work with the GWCB Treasurer when purchasing music and materials for the Band, staying within the budget set by the Board of Directors.
 - Work with the GWCB Librarian to keep the music library current.
 - Work with the GWCB Secretary to have working copies available for the band members.
- Conduct rehearsals and performances. If unable to attend a rehearsal, secure a substitute director.
- In conjunction with the Board, in cases of emergency, find performers to fill vacancies in the Band.
- Conduct at least three concerts annually, including the 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 boards, etc.
- Maintain a current email list of all band members and send group emails with rehearsal and concert updates to the band membership.
- Set minimal proficiency standards for incoming musicians and follow the guidelines for membership eligibility, as outlined in the Bylaws, Article V.
- Obtain new members' roster information and forward it to the GWCB Secretary.
- Determine the Band's seating arrangements for rehearsals and performances.