



Position: Assistant Director of Bands

Job Description: SMCC has an opening for Assistant Director of Bands. This position is for full-time ten-month employment in the music department. Responsibilities include, but not limited to the following duties: work with various ensembles including marching band, steel pans, symphonic band, stage band and brass band, teach music appreciation; teach applied lessons; participate in the refinement, implementation, and evaluation of the music curriculum; participate in academic advisement and recruitment of students; commitment to continuing education and competency; assist with functions to maintain state, national, and regional accreditation; maintain expertise in areas of responsibility, such as teaching, scholarship, service and practice. Reports to the Director of Bands

Duties and Responsibilities:

- Follows the established policies and procedures of the college that facilitate instruction, administration, and student well-being
- Maintains competency and minimum requirements for teaching and directing
- Percussionist preferred
- Ability to direct Southwest Steel Drum Band
- Ability to plan, schedule, coordinate and direct Southwest Indoor Percussion
- Designs and prepares contemporary marching band shows and parades
- Prepares a course syllabus for each course taught; reviews and revises it annually and provides copies for the Vice-President for Instruction
- Supports and encourages the college-sponsored extracurricular activities
- Supports and participates in the community affairs that contribute to the total program of the college
- Assists in maintaining the standards of conduct and discipline for the students as set forth by the college
- Assists the division chair in institutional strategic planning, developing a budget, planning curricula, maintaining inventory, updating the college *Catalog*, preparing reports as needed, purchasing instructional materials, and ordering textbooks
- Serves on committees as appointed
- Attend student assemblies and faculty meetings when possible
- Assists in the recruitment of students for all music programs and the college
- Recommends changes in the curriculum area to maintain an up-to-date program of study

Salary: Based on education and experience.

Application Deadline: June 12, 2023

Qualifications: Master's Degree with 18 graduate hours in Music is required

Evaluation Criteria:

1. Cover Letter, Resume and SMCC Faculty Application
2. Transcripts
3. Personal interview (only if applicant is selected by the screening committee for an interview)

Submit All Documents to Jennifer Knight, Human Resource Administrator, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666, 601-276-3850, hr@smcc.edu

Nondiscrimination Statement: Southwest Mississippi Community College does not discriminate based on race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Rhonda Gibson, Director of Disability Support Services, SMCC, 601-276-3885, Kenna Hall 129; Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717, SMCC, 1156 College Drive, Summit, MS 39666.