

Band Staff Duty Descriptions

Drum Major

- Responsible for conducting the marching band and overseeing activities related to the band on the field.
- In the public eye you're the face of the band; you are responsible for morale and excitement at all times.
- The Drum Major will lead any parade that the band is involved in.
- Focus on maintaining student excitement and achievement.
- Aides in formulating future rehearsal objectives by carefully observing and reporting all marching and music proceedings to the director.
- Responsible for moving band from point A to point B.
- Drum major will model musical and visual integrity as it relates to the field show.
- The Drum Major will warm up the band when indoors at the discretion of the director or adult staff.

Assistant Drum Major

- Responsible for maintaining morale and excitement within the band as a whole.
- At any events requiring student help, the Assistant Drum Major will organize and direct the helpers at the discretion of the director.
- Aides in formulating future rehearsal objectives by carefully observing and reporting all marching and music proceedings.
- Facilitate communication between various rehearsal locations.
- Responsible for maintaining musical and visual integrity (interpretation) as modeled by the drum major.
- The caretaker of the band room, making sure that everything is in its place.

Woodwind Captain

- Student Leader of the Flutes/Clarinets/Saxes/Low Woodwinds
- Receives and analyzes weekly reports from section leaders
- Brings issues from section leaders to attention of Drum Majors and the Band Director.
- Run full woodwind sectionals if the need arises.
- Support the individual woodwind section leaders in the woodwind section.
- Assist band members in reading their drill and finding their spot on the field.
- Analyze performance recordings to generate a list of errors and accolades for use in future rehearsals.
- Confer with Visual Coordinator & Music Coordinator with regard to drill and music execution.
- Work with Adult Staff to make sure goals are met during rehearsals/season.
- Take attendance from section leaders and report it to the Office Manager.

Brass Captain

- Student Leader of the Trumpets/Trombones/Euphoniums/Sousaphones
- Receives and analyzes weekly reports from section leaders
- Brings issues from section leaders to attention of Drum Majors and the Band Director.
- Run full brass sectionals if the need arises.
- Support the individual section leaders in the brass section.
- Assist band members in reading their drill and finding their spot on the field.
- Analyze performance recordings to generate a list of errors and accolades for use in future rehearsals.
- Confer with Visual Coordinator & Music Coordinator with regard to drill and music execution.
- Work with Adult Staff to make sure goals are met during rehearsals/season.
- Take attendance from section leaders and report it to the Office Manager.

Percussion Captain

- Student Leader of the Percussion Section, both battery and sideline percussion.
- Receives and analyzes weekly reports from section leaders
- Brings issues from section leaders to attention of Drum Majors and the Band Director.
- Run full percussion sectionals if the need arises.
- Support the individual section leaders in the percussion section.
- Assist band members in reading their drill and finding their spot on the field.
- Analyze performance recordings to generate a list of errors and accolades for use in future rehearsals.
- Confer with Visual Coordinator & Music Coordinator with regard to drill and music execution.
- Work with Adult Staff to make sure goals are met during rehearsals/season.
- Take attendance from section leaders and report it to the Office Manager.

Color Guard Captain

- Student Leader of the Color Guard
- Brings issues from Color Guard to attention of Drum Majors, Color Guard Instructor, and the Band Director.
- Run full guard sectionals if the need arises.
- Assist guard members in reading their drill and finding their spot on the field.
- Analyze performance recordings to generate a list of errors and accolades for use in future rehearsals.
- Confer with Visual Coordinator & Music Coordinator with regard to drill and music execution.
- Work with Adult Staff to make sure goals are met during rehearsals/season.
- Take attendance and report it to the Office Manager.

Note: The above positions are the Senior (Upper-Level) student leaders and will serve as the primary voice between the student body and the directors. Each of these six will be the first to arrive, and the last to leave any band function, including rehearsal. They will need to attend all band functions and will meet regularly with the band director and adult staff regarding daily operation. To assure that your voice is being heard, communicate directly with these six individuals.

Quartermaster

- The caretaker, director, and chief of all activities and/or persons using the uniform room for any purpose
- Responsible for providing notification of needs to uniform alteration to the director
- Assist in determining the proper fit of all uniform pieces for each band member
- Maintain a clean and operational workspace inside of the uniform room
- Coordinate with the Marching Band Uniform, and Concert Bands Uniform parent helpers to assure that size and functionality is maintained throughout the season
- Responsible for Uniform Distribution on performance days at the discretion of the band director; each uniform must be placed on the correct section rack
- Coordinate with the Band Captain with regard to the space in which each section will change (maybe subject change due to building construction).
- Keep uniform room clean and organized.

Equipment Manager - Field

- Responsible for setting up field equipment for rehearsals and location/transportation of equipment needed in travel and at rehearsals.
- This equipment may include props, sideline markers, water, and drum major podium.
- Will ensure that the equipment staff completes their duties in a timely manner.
- Keep instrument storage areas clean and organized.
- Line the practice field if we are on a grass field.
- Load coolers with ice and water for practices, away games, home games, and competitions. Make sure they are loaded so pit crew can transport it to field/trailer/bus. You or equipment staff must bring them to the practice location.

Equipment Manager – Sideline

- Responsible for setting up sideline equipment for rehearsals and location/transportation of equipment needed in travel and at rehearsals.
- This equipment may include pit equipment, metronome system, sound systems, and other audio equipment.
- Will ensure that the equipment staff completes their duties in a timely manner.
- Keep instrument storage areas clean and organized.
- Help sideline percussion move equipment to and from rehearsal spots.
- Keep instrument storage areas clean and organized.

Office Manager

- Organize all music used for marching band into section folders.
- Monitor the section folders to ensure that extra copies exist for each piece of music.
- Distribution of marching band music at the discretion of the director.
- Will copy and distribute drill as needed.
- When music is collected, the office managers will need to order, sort, file, copy, and redistribute as necessary.
- The office manager is responsible for tracking attendance. They will collect from the Woodwind/Brass/Percussion/Guard Captains.
- Will assist the Historian in any way needed to make sure that there is a slide show for end of year presentation.
- Keep copy room area clean and organized.
- Oversee the copying and distribution of music for all the concert/jazz ensembles.

Section leaders

- Reports to their respective Captain (Woodwind/Brass/Percussion/Guard Captain).
- They are responsible for the music/marching performance of their respective section. This may include awareness of attendance, assistance in memorization of music, marching assistance, and relaying questions to the appropriate individuals.
- Run musical/marching sectionals during rehearsals when time is allotted for them.
- Organize and run any extra sectionals. (Must give section AT LEAST 1 weeks advance notice).
- Take attendance of your section and report to the Woodwind/Brass/Percussion/Guard Captain.

Historian

- Reports to the Office Manager.
- They are in charge of taking quality photos during each event of the season and giving these photos to Mr. Gillette on a bi-weekly basis. (Can be by email or thumb drive).
- The historian is responsible for making the slide show viewed at Awards Night at the end of the year.
- They are in charge of the "Photo" Bulletin board in the band room.
- They are responsible for the band award case across from gym and shadow box in back hallway.

Uniform Staff

- Reports to the Quartermaster and is responsible for assisting him/her in his/her duties.
- Keep uniform room clean and organized.
- Help distribute and collect uniforms prior and after all performances
- Help assign, distribute, and collect raincoats when needed.
- Help distribute and collect all plumes prior and after performances.
- Help distribute and track any borrowed pieces of uniforms (Socks/gloves/etc.)
- Help fit marching and concert uniforms.

Equipment Staff - Field

- Reports to the Equipment Manager and is responsible in assisting him/her in his/her duties.
- Keep instrument storage area clean and organized.
- Load coolers with ice and water for away games, home games, and competitions. Make sure it is loaded so pit crew can transport it to field/trailer/bus.
- Transfer all equipment needed for rehearsal to and from the rehearsal area.
- Set up and tear down band room for weekend activities in the band room (put out dividers, put away/set up tables/podium/stereo/etc.)
- Transport and set up sound equipment for Sideline Percussion and PA System for rehearsals.

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Office Staff

- Reports to the Office Manager and is responsible for assisting him/her in his/her duties.
- Help copy and distribute all of the marching show music/drill/stands tunes for season/parades.
- Help copy and distribute all music for the concert/jazz ensembles throughout the year.
- Make sure copy room/office is clean and organized.

Percussion Equipment Technician

- Reports to the Equipment Manager, Percussion Captain, Percussion Section Leaders, and Adult Staff.
- They are expected to maintain all percussion equipment in such a way that enables daily rehearsal activities and quality performance.
- They are also required to keep percussion room clean
- They are to organize and keep track of all the percussion equipment in the percussion room.
- Help sideline percussion move all of their equipment to and from rehearsal and performance areas.
- Be responsible for the percussion rehearsal speaker and metronome, ie. Bring to and from rehearsal space, set up and tear down, storage, etc.

Electronics Equipment Technician

- Reports to the Equipment Manager and Adult Staff.
- This person is in charge of all electronic equipment used in the pit for the halftime show.
- They are required to organize and store equipment when not in use.
- They are required to organize and keep organized the electronics cabinet and other storage areas.

Color Guard Equipment Technician

- Reports to the Equipment Manager, Color Guard Captain and adult staff.
- They are expected to maintain all color guard equipment in such a way that enables daily rehearsal activities and quality performance.
- They are responsible for helping teach guard members about how to properly care for their equipment
- They are also required to keep color guard room clean and organized.
- They are to organize and keep track of all the color guard equipment (flags/rifles/sabres) in the color guard room.
- Be responsible for the color guard rehearsal speaker, ie. Transport to and from rehearsal areas, plug in to charge, etc.

Color Guard Flag Line Section Leader

- Experienced guard member responsible for helping teach flag basics and choreography
- Run flag warm ups when the need arises
- Help the captain to analyze performances and focus on what needs to be improved in regards to flag technique and execution
- Help manage issues that may arise within the color guard
- Responsible for helping the equipment manager in the taping of flags (especially new silks)

Color Guard Rifle/Sabre Line Section Leader

- Experienced guard member responsible for helping teach weapon basics and choreography
- Run weapon warm ups when the need arises
- Help the captain to analyze performances and focus on what needs to be improved in regards to weapon technique and execution
- Help manage issues that may arise within the color guard
- Responsible for helping the equipment manager in the taping of rifles and sabres

Note: All student leaders are expected to audition for county and district band. They are also required to help with the All-District/All-County audition process. In addition, they will be required to help setup and tear down the All-District Middle School ensemble setups or any other event that we may be hosting. The director reserves the right to terminate or replace the position of any student leader at any time. This is a year-long appointment. This does not end until after graduation. The duties listed here are fluid; duties can be altered, removed or added at any time if the need arises.