

# Rhythm Project Assistant Director

## Job Description

### Summary

The Rhythm Project is a year-round community engagement program of the Virginia Arts Festival. The Rhythm Project focuses on steel pan education for 8-18 year-olds reaching roughly 250+ students in 13 individual ensembles throughout three school districts (Norfolk, Portsmouth, & Virginia Beach) in the greater Hampton Roads area of Southeastern Virginia. The Rhythm Project is currently led by a Director and an Associate Director, and is looking to expand its programming and instruction capabilities by adding an additional member to its team. Please see below for specifics regarding experience, duties, and expectations for the Rhythm Project Assistant Director. The Virginia Arts Festival is looking to fill this position by the start of 2018-19 school-year.

### Time commitment

Full Time: 40 hours per-week

### Experience

- Bachelor's Degree+ (Master's preferred) in Music Performance and/or Education and/or Pedagogy
- Steel Band teaching, directing, and performance experience (5-years preferred)
- Ability to run and manage 3 steel band programs simultaneously
- Age: 25+ to allow for driving under company insurance policy the Rhythm Project van(s) and trailer(s) and rental vehicles (box trucks, etc.)
- Can handle heavy lifting (25lbs+) on regular basis
- Mechanical skills & understanding a plus, with a willingness to learn and ability to "get hands dirty"

**Duties:** Work closely with the Rhythm Project Director, Associate Director, and VAF Staff to meet all program requirements. Specific duties as follows:

### Administrative

The Rhythm Project assistant director must have good organization, oral and written communication skills, as well as computer skills. Administrative duties to be carried out by the assistant director include:

- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook, Publisher, etc.)
- Assist in performing general administrative duties required by the program including writing letters, sending faxes, e-mail and making telephone calls pertaining to Rhythm Project activities
- Maintain a database of contact information consisting of all parties necessary to ensure that the program is successful (i.e. school administration, related staff and other associated individuals in all districts served; i.e. students, parents, supporters, etc. in All districts served by the program.)
- Assist in contacting these parties (primarily parents and students, and contacts at individual rehearsal locations) with regularity by way of letters, telephone calls, and or e-mail in order to maintain a clear line of communication
- Generate, submit, and organize performance request forms from telephone calls or e-mails; Function as P.O.C. for requesting parties, gathering all information and notifying of acceptance or denial of performance request
- Organizing attendance files, maintaining computer and hard copies
- Maintaining RP archival items by collecting and arranging in portfolios. (Articles, photos, thank you letters, certificates, etc.)
- Assisting in the management of RP revenues and expenses (i.e. Check-requests for summer jobs, and other RP expenses, invoice requests, etc.)
- Experience with social media (Facebook, Instagram) and other PR-related functions (e-blasts, interviews, etc.)

### **Rhythm Project Rehearsals**

The RP associate director must be able to direct 2-3 weekly rehearsals without assistance, as well as assisting with additional 2-3 rehearsals with additional RP Staff and/or director.

This includes, but is not limited to:

- Overseeing rehearsal set up, break down, and instrument storage
- Serve as P.O.C. for Staff at individual rehearsal locations as required
- Keep attendance records
- Disseminate information to students when necessary
- Rehearse specific materials as provided by RP director.

### **Rhythm Project Performances**

The RP assistant director will assist when required as the performance manager. In this capacity the, RP assistant director will be responsible for overseeing set-up and handling other performance oriented details. Including the following:

Oversee and assist as needed in loading of instruments prior to performance; Transport all students and equipment from the meeting location to and from the performance destination; oversee the unloading and storage of equipment after performances when required.

### **Recruiting New Members**

The assistant director of the Rhythm Project must assist director in the recruitment process. While working alongside the RP director for at least one recruiting season, the RP assistant director must develop a sense of basic audition content and evaluation components, which will enable him to audition students at specific schools independently. The purposes of auditioning are as follows.

- To maintain each ensemble at its maximum capacity as there is always some attrition due to the nature of the program
- To maintain a solid core of beginning students ensuring the success of the program

### **Maintenance**

The Rhythm Project assistant director must assist in providing routine maintenance on all instruments ensuring their safety and good condition. Including, but not limited to the following:

- Maintain the cleanliness and appearance of all uniforms and performance attire
- Take care of appearance, inspections, as well as all maintenance and other issues for Rhythm Project Van(s) and Trailer(s)

### **Virginia International PANFest**

The Rhythm Project Assistant Director will also carry the title of Virginia International PANFest Operations Manager and will assist with the planning and execution of the event. Duties will include:

- The maintenance of the Virginia International PANFest mailing database
- The mailing of "save the date" post cards and festival brochures throughout the year
- Assisting in the organization of contracts for festival judges/clinicians and featured performers
- Assisting with the execution of the festival including logistical work before, during, and after the two days of the event

### **Compensation Package**

- Salary will be commensurate with education and experience
- Health benefits are available at no cost. Dental and vision coverage available at a nominal fee
- Access to the Virginia Arts Festival's retirement program is available after one year of full-time employment
- Annual membership in the Percussive Arts Society is included