

2017 Honor Band Job Description

BAND MANAGER

- Meet at 11AM on THURSDAY, May 11 in the Band Office. Go to your rehearsal site to make sure that all the chairs are set up correctly, music folders are on chairs – a seating chart and schedule will be available in office
- Attend full honor band meeting on THURSDAY afternoon - 7PM at Leone Cole Auditorium. Please dress in professional attire.
- Pickup list of students in your band from the band office (THURSDAY afternoon)
 - Bio to introduce conductor (bio on website)
 - Keep water at all rehearsals for conductor
 - T-shirts (pickup from Mason Hall and distribute FRIDAY)
 - Medals (pickup from Mason Hall and distribute SATURDAY morning)
 - Announcements at the end of every rehearsal (schedule, pick-up trash, equipment storage)
 - Make extra copies of music if needed
 - One manager at rehearsals always
 - Meet any request of the conductor. Make them happy!
 - Place signs where your band will be seated at the concert
 - Be available to help students navigate their way to rehearsal sites and other areas

REGISTRATION

- Meet in Band Office on THURSDAY, May 11th at 11AM to sign in. Then proceed to Leone Cole immediately after signing in.
- Dress in professional attire (men wear ties, and women wear a dress or pants suit)
- There will be 5 individual registration tables, each table will have 2 workers. Please have 1 reliable laptop computer at each station, we will have to check in students individually online before they can audition.
- Check in band directors/chaperones – you will pass out the appropriate number of wrist bands for directors/chaperones and students
- Make sure if they have not paid all their dues to have them see JESSE stationed in the room, there will be a note on their folder to indicate that
- Go over all the information in the packet with the band director/chaperone
- Send them to the housing station if NEEDED.

PERCUSSION MANAGERS

- Meet THURSDAY (May 11th) at 10am to signing at the Band Office. Then meet in the Band Room with Mr. Gillespie for instructions immediately after signing in.
- Make sure all instruments are at rehearsal site
- Help percussionist in ensemble if needed
- Be present at all rehearsals (if extra copies or equipment is needed, let one of the band managers know...they will take care of it so you can stay at rehearsal)
- Wear Southerners/JSU shirts to all rehearsals

JUDGE

- Meet at Mason Hall Band Office on Thursday May 11th at 12:30pm to pick up all materials and to sign in.

Please dress in professional attire (men wear ties, and women wear a dress or pants suit)

- Keep auditions moving... take students early if they are ready
- If you need anything please ask the hall monitors
- Give monitor individual student score sheets every 10 people
- Keep a separate full list of scores until end of all auditions

MONITOR/RUNNER

- Report on Thursday, May 11th at 12:30pm in the Band Office to sign in and to find out where you will be placed.
- Keep auditions moving... take students early if they are ready
- Collect individual student score sheets from judges after every 10 students and take them to tabulation (computer lab)
- Take final full list score sheet to tabulation after all students have auditioned
- Keep students quiet in hallway
- Wear Southerners/JSU shirt
- Map of audition rooms will be available the day of

CONCERT SET UP/BREAK DOWN

- Report to the Band Office SATURDAY, May 13th at 11:30AM to sign in. Then go to the coliseum to help set up for the concerts.
- Wear Southerners member t-shirt and khaki shorts
- Help set up all tables, chairs, and stands
- Help set up for each band between performances

OFFICE HELP

- Report to Mason Hall Band Office at your assigned time.
- Wear JSU or Southerners shirt, "presentable" shorts or jeans.
- Assist directors and staff and be on standby for emergencies
- Show up 15 minutes before shift begins.
- You will sign in every JSU student that is working Honor Band
- Thursday after auditions, help Jeremy Stovall put up all the score results at Leone Cole
- Thursday afternoon help bundle t-shirts and medals and distribute to bands.

PERCUSSION MOVERS

- Meet THURSDAY, May 11th at 8am at Mason Hall Band room
- All meet on SATURDAY morning at 7:30am at Mason Hall Lobby with Mr. Gillespie to move any necessary percussion equipment to the Coliseum where the concert will be held.
- Make sure all podiums are in place for the conductors at each rehearsal site

REHEARSAL SITE CLEAN UP

- Meet at Band Office SATURDAY, May 13th at NOON to sign in.
- Stack all tables and chairs against the walls.
- Clean up all trash inside and in front of the building.

HONOR BAND PREP

- Meet WEDNESDAY, May 10th at 9AM in the band office to sign in.
- Make copies of music and place them in folders.
- Stuff registration packets
- Make signs for audition rooms along with directions to different buildings

TABULATION

- Meet at the Band Office at 12:30pm on Thursday, May 11th - Then proceed to the computer lab to meet Mr. Stovall.
- Add up scores and help create the results list.

THURSDAY MORNING SET-UP CREW

- Meet Jesse and Mark at Mason Hall Band Office at 8am on THURSDAY, May 11th to sign in and receive instructions.
- Set up tables and chairs for honor bands

- Set up floor at Coliseum
- Place outside signs with directions to check-in, parking, Gadsden Music, etc...

PLAQUE SALES

- Meet in the Band Office at 11AM on Saturday, May 13th to sign in. Proceed immediately to the Coliseum.

COLISEUM CLEAN UP

- Meet in the Band Office at 2:45pm on Saturday, May 13th to sign in. Then proceed immediately to the Coliseum for instructions from Mark and Jesse.
- Pick up trash inside and outside of coliseum after concert is over and help pick up the carpet squares in the Coliseum.

PIZZA SET UP/BREAK DOWN/SERVICE

- Meet at the Band Office to sign in at 9:45am SATURDAY, May 13th.
- Help set up for Lunch (at 11AM in the Coliseum.)