



Student Labor Position Description

Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Band Manager

WLS Level: 4 Position Code: S83127

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2010

WORK-LEARNING-SERVICE LEVELS (WLS)

- **WLS 1 – Entry Level** – This level is assigned to the following:
 1. All entering students during the first year of enrollment (or first term if entering mid-year); and
 2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results
- **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.
- **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.
- **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment; if so, the Status Form will reflect this requirement.
- **WLS 5 – Management Level – Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team.** *Prerequisite: One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.*

This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal / communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:

 1. Student managers in the department; or
 2. Students responsible for managing highly technical positions within the department; or
 3. Master level student artisans
- **WLS 6 – Director Level – Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council.** *Prerequisite: One term at level 4 or 5 and no forms of academic, labor, or social probation...*

Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations -- both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:

 1. Supervision of other student managers; or
 2. Supervision of students in highly technical positions
- **WLS UC -- Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, chimes Editor, and pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.

I. WLS Level: 4

II. Description of Duties for This Position:

- A. Tune and Warm up Band
- B. Maintain the Wind Ensemble and Chamber Wind Ensemble library
- C. Run Sectionals for Wind Ensemble and Chamber Winds.
- D. Maintain the Instrumental Ensembles' Web Site
- E. Check out instruments, lockers, reeds, and accessories to band members and keep records thereof. Student will also keep an up-to-date inventory of supplies needed and will be responsible for reordering when necessary.
- F. Coordinate with the Recording Engineer regarding recording of concerts and sound equipment for the Jazz Ensemble, when necessary.
- G. Make performance arrangements and make any logistical arrangements necessary for the transportation of equipment and personnel to the concert venue.

- H. Assist in Wind Ensemble, Chamber Wind, and Jazz Band tour preparations, logistics, and scheduling; including van reservation.
- I. Serve as communicator between the Wind Ensemble director and on- and off- campus departments.
- J. Organize and promote auditions, recruit new members, attend the Music Department booth at events and keep up with all recruiting and promotional materials.
- K. Set up and tear down for the Wind Ensemble rehearsals.
- L. Keep the workplace, including the office, storage room, and lockers, clean and neat.
- M. Maintain the Band Uniforms, fit new members, and check them in and out.
- N. Other job-related duties as assigned.

III. Learning Opportunities for This Position:

- A. In this position, the student will learn how to recruit new band members, promote an instrumental ensemble, and set up a promotional display
- B. how to correspond professionally, including sending faxes and business letters
- C. Organize and run a sectional.
- D. Scheduling and logistics for an instrumental ensemble
- E. Arranging and part-writing using Finale or Sibelius music writing software.

IV. Qualifications Needed For This Position:

- A. General: Basic Conducting, Good musicianship, organized, initiative, works well with others.
- B. Skills: Superior communication skills, basic conducting skills
- C. Physical: enough health to set up the wind ensemble and conduct
- D. Academic: equal to music Education Admission requirements
- E. Desirable Qualifications: Dependable, honest, working knowledge of Sibelius or Finale, knowledge of instrumental transposition, basic sewing skills.