UNIVERSITY OF SOUTHERN CALIFORNIA
Assistant Director, Trojan Band
Job Code: 137633

| Grade: | K |
| OT Eligible: | No |

**JOB SUMMARY:**
Arranges music and supervises all musical production processes. Assists Trojan Band Director in all aspects of the Trojan Band Program.

**JOB ACCOUNTABILITIES:**

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<th>% TIME</th>
<th>*E/M/NA</th>
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<td><strong>Arranges music performed by the Trojan Band.</strong></td>
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<td><strong>Produces music including rehearsing, conducting and supervising the Trojan Band</strong></td>
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<td><strong>Supervises the operations of the Trojan Band Program in all areas; resolves production issues involving music, equipment, personnel, budget, student interaction, travel and program policies. Sets and communicates, priorities and performance standards and assesses operations using these criteria.</strong></td>
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<td><strong>Manages staff assigned to program. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with University policy. Provides performance appraisals for staff and determines need for disciplinary action.</strong></td>
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<td><strong>Develops and recommends program operating and administrative policies. Manages the dissemination, interpretation and application of program policies and recommends approval of exceptions.</strong></td>
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<td><strong>Participates in the development and administration of program budgets and recommends resource allocations. Authorizes expenditures within established limits. Provides financial status reports as requested.</strong></td>
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<td><strong>Develops strategies for marketing or promoting the Trojan Band to include development of marketing plans, personal networking, publications, CDs, communication materials and event planning.</strong></td>
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<td><strong>Serves as a key resource for Trojan Band Program information. Resolves problems referred by Trojan Band staff, senior University administrators or professionals outside the University.</strong></td>
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<td><strong>E</strong></td>
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<td><strong>Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.</strong></td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*
EMERGENCY RESPONSE/RECOVERY:

Essential: □ No
□ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee’s department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOBS QUALIFICATIONS:

Minimum Education:
   Bachelor's Degree

Minimum Experience:
   3 Years

Minimum Field of Expertise:
   Directly related music production experience. Strong interpersonal and written communication skills.

Preferred Education:
   Master's Degree

Preferred Experience:
   5 Years

Skills: Other:
   Budget control
   Communication -- written and oral skills
   Conflict resolution
   Counseling
   Interviewing
   Knowledge of applicable laws/policies/principles/etc.
   Managerial Skills
   Networking
   Organization
   Planning
   Problem identification and resolution
   Project management
   Public relations
   Public speaking/presentations
   Scheduling
   Staff development
   Teaching/Training

Skills: Machine:
   Calculator
   Computer Network (Department or School)
   Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises:  Level:
Supervises employees and student workers

Supervises: Nature of Work:
Administrative
Professional/Paraprofessional
Technical

Comments:
Time requirements of this position are unusual and demanding.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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