

The Huge, the Enormous, the Well-endowed, Undefeated,
Ivy League Champion, Oxymoronic Fighting Quaker
Marching Band™
Council Application for 2009

For your information, here are a few of the key duties of the managers and section leaders, the complete descriptions are below and you are encouraged to read them:

Equipment Manager: Oversees and is responsible for all equipment and instruments of the Penn Band, and is responsible for unlocking or locking the closets when deemed necessary. Maintains close contact with treasurer concerning revenue earned from equipment sales.

NOTE: YOU WILL NOT HAVE TO CARRY THE LADDER (unless you want to, in which case knock yourself out).

Music Manager: Maintains the music library and copies music for rehearsals.

Travel Manager: Handles the **entire** roadtrip from start to finish, including working with the bus driver, communicating with the other schools, making sure we are housed, and making itineraries.

Archive Manager/Webmaster: Takes digital pictures of the Penn Band during performances. Maintains the Penn Band web page. Organizes and updates archives in office.

Recruitment Chair: Oversees and is responsible for all aspects of recruitment and retention, including being the chairperson of the recruitment committee that meets over the summer. In addition, handles media interaction and public relations for the band.

Section Leaders: Relays messages of upcoming events to members of the section. Encourages section members to attend all band events and prepare weekly attendance lists to supplement/confirm sign-up sheets. Hands out new music to the section. Operates as section liaisons to Music Manager. Schedule sectionals and social events. Promote section unity within the context of a larger band unity.

Please answer the following questions truthfully and fully. If you do not have enough room to answer the following questions, feel free to write on the back of the application or attach another piece of paper. Good luck!

NAME:

INSTRUMENT:

YEAR:

POSITION SOUGHT:

1) What are your personal goals for this position, and how would you improve this job? What would you do differently than the previous occupant of this job?

2) What experience do you have that would help you in this position?

3) What are your other time commitments?

4) What do you feel is the greatest strength of the Penn Band, and how would you use this to affect recruitment, retention, and/or attendance?

5) What do you feel is the greatest weakness of the Penn Band, and how would you use your position to better the situation?

6) If you do not get the position you apply for, what other positions (maximum of two) would you be interested in, and why? (Please prioritize them)

DETAILED JOB DESCRIPTIONS

Equipment Manager

General

- Assist Band members with their equipment needs.
- Keep accurate and updated records on:
 - Instrument inventory: serial numbers, who has it, repair condition, etc.
 - Uniform (sweater, pants, shirts, parkas) inventory and sales throughout year
 - Equipment Inventory: Flip folders, Lyres, reeds, valve old, tools, ladders, etc. and related sales. (Make slips with: name, item, price, paid or unpaid).
- Advise Executive Board on matters relating to equipment inventory, purchases, and retrieval of equipment from delinquent or lapsed members.
- With the Treasurer, develop and post a price list for all purchasable items in our inventory.
- Arrive 15 minutes prior to Call to open closets and to make sure everything is ready before rehearsal/performance. You will be the last band member to leave because you must make sure the closets are closed and all the equipment is away.

Football Season

- Work closely with the Treasurer on initial uniform and equipment sales to new members.
- Work closely with the Secretary and Section Leaders to ensure people who leave the band return instruments they may have checked out and pay back any money that they may owe.
- Responsible for the tool box and first aid kit at away games with conductor.
- Responsible for alerting Greer about broken instruments to be taken to Taylor Music, as well as follow up with Greer.
- Responsible for maintaining the parka closet, including distribution, records, and collection of parkas

Basketball Season

- Work closely with the Treasurer on Pep Band shirt sales and continue general responsibilities.
- Basketball season is also the time to prepare for the next football season. Collect and organize the parkas; hunt down any that do not make their way back to the closet. Evaluate repair and purchase needs and consult with the Executive Board about problems and solutions. The SAC budget

is usually due by the first week of February and you should participate in developing the numbers. However, the actual ordering of new equipment takes place after July 1 (the beginning of the fiscal year) when you might not be around.

Some Basic Advice

- Keep the instrument closets organized and neat.
- Sometimes the Treasurer (or Director!) may have to sell a piece of equipment. Be sure your price list is posted!
- On road trips take along a spare sweater, parka, or Pep Band shirt; someone will probably forget.
- Don't be shy about asking for help
- Figure out your equipment sales and loan systems during basketball season; trying anything new during football season can be difficult.
- Request tools needed to fix instruments.
- For away games remember the first aid kit and toolbox (again, the main reason for tools is the Percussion Section, which often needs a wrench, pliers, drum key, etc.). You never know what you might be able to use from the box. Keep a few clarinet and alto sax reeds, a pair of snare sticks and a bottle of valve oil handy. People expect you to be able to fix things so be prepared to improvise.

Music Manager

Maintaining the Music Library

- Maintaining an accurate Music Database
- Refiling titles and individual parts that have been turned in or found
- Keeping the Active Music organized and easily accessible
- Filing the inactive repertoire in the music storage system
- Establishing Library Copies and cataloguing new titles
- Working towards creating electronic copies of all music

Distributing and collecting music parts (repertoire and halftime shows)

- Communicate and work with Section Leaders to distribute parts needed
- Work with Director in the acquisition and possible return of new materials
- Photocopying music needed by section members for repertoire and halftime
- Collect all old music (including previous halftime show music and cut repertoire music. This saves the band countless dollars and hours photocopying for future music managers.

Some Basic Advice

- Establish a close, positive working relationship with all members of the Executive Board, Drum Major, and Council (especially the Section Leaders). You never know when you might need the leverage.
- This job requires a fair amount of time, so plan ahead. It takes at least 2-3 hours to prepare a halftime show. Also, if you don't get the show music titles at least a week in advance of the rehearsal from the vice-president and/or drum major, yell!
- Have people turn in old music BEFORE they get new music; otherwise, experience indicates you will not get it back.
- If you are having any problems, ask for help!

Long Term Projects

- Put together "Library Copies" for every title in the library.
- Continue to computerize on the office computer.
- Stamp the "Library Number "on every part; this saves a lot of time when it comes to filing those stragglers parts.

Current Music Policy

- Keep all Penn songs + National Anthem, 2001, All Right Now, Joshua.
- Turn in old music before getting new music.

New Music

We order music "on approval" so we can read it and decide whether or not to purchase it. When passing out reading parts, you cannot stress enough not to bend, tear, destroy, write on it, etc. If someone does not pay attention to this we have to buy the whole piece, even if it is horrible. If we decide to purchase it:

- 1) assign and stamp the new Library Number
- 2) pull a set of original for the Library Copy
- 3) photocopy parts for each section

Travel Manager

General

- Work with the Executive Board to coordinate all aspects of the Band's travel, including but not limited to food stops, housing, and on occasion logistics concerning where the band will play at away games.
- Serve as the Band's principal contact with other schools concerning travel arrangements and housing.
 - This in includes when other bands visit
- Make and distribute an accurate itinerary for each road trip.
- Keep cheerleaders informed on all aspects of the road trip

- Work with Fanfare, who may or may not have events planned for roadtrips
- On the actual trip itself, serve as the Band's principal contact with the bus driver(s) (coordinate arrival time, rest and dinner stops, when we will need the buses, always maintaining smooth relationship). GET THEIR CELL PHONE NUMBER

Football Season

- Work with the Executive Board to develop the overall season travel schedule. (See note regarding bus companies in basketball season)
- Work closely with the Treasurer to develop accurate departure, arrival, and return schedules.
- Make and distribute to the Band an accurate itinerary that includes maps and suggested places for eating, etc. Talk to the management of the host Band to inquire about any area updates, instruction, etc., that might affect us.
- Establish excellent contact with the Bands where we are staying overnight. The Ivy Band Agreement requires visiting Bands to inform at least three weeks in advance about housing needs. Call, or email, three weeks before the game to:
 - tell them we're coming and how many we are bringing.
 - tell them what our travel plans/times are, and determine where and when they will meet us for housing connections
 - request a Saturday morning practice field.
- One week before the trip, give the host band a final number of how many people we are bringing.
- Stay in contact with the host manager during the travel week, confirming our plans.
- Work with the Executive Board on arrangements for visiting Bands. These might include:
 - housing: Must inform visiting bands at least two weeks in advance if we can house them.
 - practice field – normally Greer asks Scott Ward (no not that Scott Ward) who then reserves South Bower Field. Blake Burkey at 215 651-1571 also is a contact.
 - seating and gate information
 - bus/truck parking.
 - Make sure the Executive Board knows if other groups are coming and how many need housing

Basketball Season

- Work closely with the Executive Board to develop overall season travel schedule.

- As soon as possible, write an email to schools from whom we will need housing during the season. It's possible the board will have already started to contact schools by the time you are selected.
- Work with the Treasurer to set departure/arrival/use times.
- Make and distribute accurate itineraries for the trips (see Football season).
- Keep excellent contact with the Bands we are visiting. Overnight trips in basketball season usually involve two games in two cities. We usually stay at Harvard for Harvard-Dartmouth, and Yale for Yale-Brown, but it could change. Cornell-Columbia is more of a tossup, but it's usually between Columbia's campus and a hotel in N.J.
- Work with the Executive Board on arrangements for visiting Bands. These might include:
 - housing
 - seating, ticket, and gate information
 - bus/truck parking.
 - (see football)

Long Range Projects

- After basketball season is over, but before summer, write a letter to all non-Ivy schools we are playing in football to introduce yourself and either invite them to play at the game in Philly and stay with us, or tell them we are coming to visit and may (or may not) need housing. This should be directed toward the other school's bands and athletic departments and cc'ed to our athletics department. (Work with Board on this.)
- During late summer follow up with these groups

Some Basic Advice

- Take it easy. On a road trip, things can go smoothly, or go out of control. Just keep your cool and *ask for help if you need it, whether from Greer or the Board members on the trip*
- After a trip, think about what worked and what didn't.
- Use old itineraries; they can be extremely helpful.
 - Look in the file cabinets in the office; there are maps and old itineraries archived.
 - Ask old travel managers for advice and old itineraries

Archive Manager/Webmaster

General

- organizes photographs of and media articles about the Penn Band for posterity
- maintains the Penn Band web page (www.pennband.net)

Responsibilities

- obtaining and taking photographs of the Penn Band and organizing these photographs into annotated picture albums (at the cost of the Penn Band, within good reason)
- maintaining archives from past years, include taking the initiative to frame special articles/photographs and to decorate the office of the Penn Band with these items.
- making selections from the archives available for viewing for special events, including BAA events, recruiting, and Alumni Day (this includes the items' safe return to the office)
- choosing and/or scanning pictures to be displayed on the band web page (www.pennband.net)
- regularly updating the Penn Band web page with announcements, contact information, etc.

Some Basic Advice

- Take lots and lots of pictures as the year progresses, and ask other band members for their doubles when they get film developed or for a cd or e-mail of digital photos.
- Don't wait until the last minute to start an album or update the webpage— it will be much easier if you're doing it as the year progresses. Along those lines, give your receipts to the treasurer as you get them so that you don't ask him/her for a whole lot of money at the very end.
- Above all, be creative.

Recruitment Chair

General

- Responsible for all activities involving recruitment of new band members and retention of current band members, as well as band relations with the media.

Responsibilities

- Being in or close to Philadelphia during the summer.
- Organizing a recruitment committee that will meet before the end of the semester. Also keep in contact with the committee by e-mail over the summer.
- Obtaining a list from admissions of freshmen who are interested in music and write e-mails and letters to those freshmen, telling them about the Penn Band and encouraging them to join.
- Coming up with a theme for recruiting that will be used in the fliers as well as the freshman handbook.

- Designing and photocopying fliers to be posted around campus and quarter page fliers to be handed out while storming the dorms.
- Helping out with the planning of the intro meeting.
- Act as an intermediary between the band and media outlets, for instance, the DP
 - Start by establishing a good relationship with the sports editor of the DP, as well as basketball and football writers and bloggers
 - Represent the band in responding to publicity, whether good or bad
- Contacting band members who have stopped coming to band and
 - a) encouraging them to come back
 - b) finding out why they quit and using that information to improve the next year's recruiting.

Some Basic Advice

- Don't try to do everything yourself...that's what the recruitment committee is there for. You'd be amazed how many people you can get to help you stuff envelopes and how quickly it goes with a lot of people.
- Work closely with the executive board, which is there to help you as well.
- Information from previous years has been archived in the band office (old letters, fliers, etc) and is available for your use. Be sure to meet with the previous recruitment chair for advice and information about how recruitment was run the previous year. There's no need for you to come up with totally new ideas for everything...if something worked before, feel free to repeat it.

Section Leaders

General

- Work with the Executive Board to communicate information to the members of the section.
- Contact each member of the section by phone (the board is checking!) to remind them of games and rehearsals once a week.
- Encourage less active members to become more active. One way to help with this is to be enthusiastic when making calls. Even if there's an activity that you are not overly excited about doing or cannot do please encourage other members of your section to be enthusiastic.
- Foster positive relations between sections. We are all members of the same band.
- Help to foster section unity. Plan events for the section (at least 1 per semester).

Music Responsibilities

- Work with the Music Manager to distribute new music to the section and collect old music from them. Please put all music requests in writing to the Music Manager.
- Be responsible for the music box: get it out for rehearsals, put it back afterwards, and maintain and organize it
- Assist the Music Manager with music being sight read. Help distribute and collect the music.

Equipment and Uniform Responsibilities

- Assist new members in getting to the Equipment Manager to get instruments and uniforms.
- If applicable, assist in getting equipment loaded for road trips. This may mean reporting earlier than call to insure that the larger instruments are loaded before other luggage and small instruments arrive.

Football Season

- Recruitment and retention are key duties. Meet all of the new members in your section and encourage their continued participation in band. Activity ideas meeting as a section to go to rehearsals or calls, meeting as a section for dinner, initiating new members.
- Section Leaders are responsible for assisting members, especially newer members, in learning the formations at field rehearsals.

Basketball Season

- It is important to make phone calls frequently, especially to remind them of call times and make sure they are keeping up good attendance.