



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

### Director of Athletic Marching Band

<b>Department:</b>	<b>Athletics</b>
<b>Location:</b>	<b>Erie</b>
<b>Reports to:</b>	<b>Director of Athletics &amp; Staff - Erie</b>
<b>Full/Part Time:</b>	<b>Part-Time</b>
<b>Closes:</b>	<b>Open until filled</b>

#### **SUMMARY**

The director of the athletic marching band is responsible for maintaining a program consistent with all of the goals of Mercyhurst University and the policies and procedures outlined in the Athletic Department Handbook

#### **DUTIES AND RESPONSIBILITIES**

- Appropriately manage the overall program and any memberships related to leagues and competitions.
- Actively recruit to maintain appropriate roster size as determined by the Director of Athletics and Director of Club Sports, including the pep band roster.
- Appropriately manage the marching band team budget including expenses related to team travel, contest officials (when applicable) and team equipment.
- Manage all aspects of the marching band including the handling of all equipment and transportation to and from contests.
- Schedule and attend all contests as approved by the Director of Club Sports.
- Communicate with the Athletic Administration/Director of Club Sports as it relates to ordering equipment, planning for travel, etc.
- Ability to implement policy and procedures.
- Strong communication, public relations, and interpersonal skills.
- Other duties as assigned and necessary.
- Promotes a positive image of the University through participation in community and professional organizations, representing the University at professional meetings and on community committees, and establishing and maintaining credible relations with various news media and other collegiate sports information offices.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the Director of Athletics.

- Contributes to the overall success of the Athletics Department by performing all other duties and responsibilities as assigned.

### **EDUCATION AND EXPERIENCE**

Education: Bachelor's degree is required, master's degree preferred with one year or more of related experiences in coaching and/or related field.

- Knowledge of overall operation of instrumental music program
- Ability to manage budget and personnel

### **SUPERVISORY DUTIES**

- Supervise and conduct all practices, attend all away contests with the team
- Supervise all contest preparation
- Supervise all fundraising with the approval of the Director of Athletics/Sport Supervisor

### **APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

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**Candidates must be currently eligible to work in the United States.**