



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

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

## Director of Athletic Marching & Pep Band

**Location:** Erie

**Department:** Athletics

**Reports To:** Director of Athletics

**Full/Part Time:** Part Time

**Classification:** Administrator

**Closes:** *Open until filled*

### **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 students to Mercyhurst to maintain appropriate roster size as determined by the Director of Athletics and Assistant Athletic Director, including the pep band roster
- Effectively communicate and support the students, with a priority placed on providing on a positive, inclusive experience and environment.
- Appropriately manage the marching and pep band team budget including expenses related to team travel, contest officials (when applicable) and team equipment
- Manage all aspects of the marching and pep band including the handling of all equipment and transportation to and from contests.
- Schedule and attend all contests as approved by the Department of Athletics
- Communicate with the Assistant Athletic Director effectively, as it relates to ordering equipment, planning for travel, etc.
- Work with the color guard, dance and cheerleading coaches as needed to promote school spirit and effective, engaging programming
- Strong communication, public relations, and interpersonal skills
- 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.

### **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

### **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
- Ability to recruit and maintain program roster

### **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.**