

**CITY OF FAIRFAX BAND ASSOCIATION, INC.**  
**Music Director Job Description**

**BACKGROUND:**

The City of Fairfax Band Association, Inc. (CFBA), located in the City of Fairfax, Virginia, is an umbrella arts organization with the mission to stimulate, promote and develop interest in the musical environment, educate the general public and advance the national culture in the musical environment through the performance of, and education in, the wind and percussion ensemble and symphonic band musical literatures; provide opportunity for development of individual musicianship and musical skills, and for the furtherance of individual musical expression and enjoyment of music among its membership and the general public. Created by the City of Fairfax in 1969, it is the unofficial “musical ambassador” for the City of Fairfax.

The 501(c)(3) organization currently includes eight ensembles. The adult ensembles are the City of Fairfax Band (CFB) (70-member audition-based membership) and the Main Street Community Band (MSCB) (60-member volunteer membership). The Northern Virginia Youth Winds (NVYW), the CFBA 45-member youth ensemble, is tuition-based. There are currently five smaller ensembles, including 1) the Honor Flight Band, 2) the Fairfax Swing Band, 3) the Main Street Brass Quintet, 4) the Fairfax Saxophone Quartet and 5) Die Alte Kameraden German Band.

**MUSIC DIRECTOR:**

The Music Director is responsible for the artistic direction and performance quality of all ensembles of the CFBA and serves as the Conductor of the CFB. As the CFB conductor, the Music Director is directly responsible for the technical and musical skills of the CFB personnel and its performance and artistic quality. The Music Director, a member of the CFBA Board of Directors, reports regularly to the Board regarding all business matters including season concerts and activities. The Music Director is supported by an Administrative Staff consisting of a Managing Director, Accountant, Technical Director, and Stage Manager.

The Music Director must have a broad knowledge of both concert band and orchestral literature as well as popular literature appealing to a broad audience. (S)he should strive to increase the band’s repertoire, which must range in style and genre, offering variety and challenges to the personnel. The technical and musical skills of the CFB enable it to perform at a grade six level.

**CITY OF FAIRFAX BAND:**

**Performance Schedule:** The CFB performs eight to ten concerts per year. CFB typically offers four to five subscription concerts at Fairfax High School between October and May. The summer season, beginning in June, consists of concerts at the City of Fairfax Amphitheater and concerts supporting Fairfax County Parks and Recreation programs. CFBA receives funding, in part,

through the City of Fairfax's Department of Parks and Recreation. As such, the band participates in city functions when needed. Additional concerts are added throughout the year when special invitations are accepted.

**Concert Themes and Season Planning:** CFB concert themes plus two selections of each program of the fall/winter/spring season must be submitted to the Marketing Chair by July 1 of that year for inclusion in the season brochure. Proposed guest artists and advance planning of major works and events should be submitted at this time also. The Music Director coordinates with the MSCB and NYYW conductors, and other ensemble leaders, on the overall Association concert schedule and provides necessary budgeting information to the Board.

**Rehearsal Schedule:** Rehearsals are held each Wednesday evening from the first Wednesday after Labor Day through July, from 7:45pm to 9:45pm, at Fairfax High School or other available space. Dress rehearsals are either Friday evenings or Saturday mornings prior to each concert, other than summer concerts.

#### **ADDITIONAL ENSEMBLES:**

Each City of Fairfax Band ensemble has its own leader / conductor. The Music Director is not required to attend other ensemble rehearsals; however, the Music Director is required to periodically review the quality of these ensembles and their personnel since they represent the City of Fairfax Band Association. The Music Director is responsible for approving any newly formed ensemble wishing to perform under the Association's umbrella.

#### **RESPONSIBILITIES:**

- Lead the artistic vision for CFBA in collaboration with the CFBA President and the CFBA Board of Directors
- Serve as the overall public "face" of CFBA through appearances, promoting and contributing to fundraising efforts, and representing the CFBA image and its reputation in the community
- Sustain and build upon ensemble performance quality for all CFBA ensembles
- Select programming for CFB that reflects the wind band or percussion genre which will resonate with the regional audiences and contribute to increasing CFB audience size and reach
- Prepare the budget for CFB musical programming expenses to include music purchases, music / equipment rentals, guest artists fees, etc.
- Work closely with the CFBA President, Managing Director and the CFBA Board of Directors
- Build strong rapport and partnership with City of Fairfax leadership (Mayor and City Council)
- Collaborate with the local and broader arts community
- Be a strategic thinker with an eye toward future artistic vision
- Bring together socially, economically, and culturally diverse communities
- Serve in an educational role

- Manage ensemble director / leader staffing needs
- Serve as the leader of the Young Artist Competition
- Present band travel opportunities to the CFBA Board for consideration (e.g., ACB Convention invitations, etc.)

**QUALIFICATIONS:**

- Minimum Bachelors' Degree in Music or equivalent experience
- At least five years demonstrated success as a wind or percussion conductor
- Proven rehearsal and conducting experience, preferably at the adult community band level
- Demonstrated ability to plan concert seasons, establish budgets and work within a large organizational framework
- Broad knowledge of concert band and orchestral literature
- Ability to interact positively with adult community band personnel
- Ability to work with soloists

**SALARY:** This is a part time position and salary is commensurate with experience.

*The City of Fairfax Band Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy and related conditions, gender identity, and sexual orientation), national origin, disability, genetics, or any other characteristic protected by federal, state or local laws.*