



## Band Assistant (part-time)

### Introduction

The International School of Brussels is a dynamic learning organization committed to developing independent learners and international citizens. The school is a vibrant community in which students, teachers, staff and parents work together towards the achievement of our mission and goals.

### Purpose of the position

The ISB Band Assistant position exists to enrich the ISB Band Program. The Band Assistant's tasks shall be defined by the Bands Director at ISB based on the needs of the ISB band program. He/she will report to the Head of Performing Arts and Bands Director.

### Responsibilities

The responsibilities of the Band assistant shall be determined at the discretion of the band director which includes, but is not limited to the following general summary:

#### *Administrative Support*

- Assistance in general classroom tasks (keeping attendance, record keeping, practice records and student progress)
- Photocopying materials for music classes
- Organization and setup of rehearsal space and concert venues, daily room organization
- Moving equipment when needed, setting up and organizing space and equipment
- Stage and concert organization
- Assistance in organizing ISB music supplies in the 'Band Store' for students
- Assistance in organizing and contributing to ISB Band data base
- Assistance in maintaining and developing the band music library

### *Musical Duties*

- Actively focusing the attention of students in all classes and rehearsals: 5<sup>th</sup> grade band, 6<sup>th</sup> grade band, MS Beginning Band, MS Concert Band, MS Symphonic Band, HS Symphonic Band
- Assist with musical needs of individual students during rehearsals
- Assist in preparation of students for the beginning of rehearsals
- Assist in the on task time of students before, during and end rehearsal
- Attendance at all ISB band performances and concerts to include day and evening performances
- Assist in the preparation of students in their desire to audition for honor groups and /or participation in solo and ensemble festival
- Conduct sectional rehearsals when requested by the director
- Assuming responsibility for conducting a music rehearsal/class when needed

### Required Qualifications

The Band Assistant is expected to be self-directed and motivated. He/she should project a positive attitude and be proactive when working with a variety of students in different age groups. He/she needs to work well in tandem with the ISB Bands Director and be pleasant and professional with ISB parents and staff. Adaptability and creativity in a variety of situations is essential within the general framework of responsibilities set forth for this position.

### Application process

The International School of Brussels is an equal opportunities employer and does not discriminate on the basis of race, colour, gender, sexual orientation, national origin, religion or marital status.

To be considered for this position, please send your CV and application letter to Dr. Eric Delson, Head of Performing Arts at [delsone@isb.be](mailto:delsone@isb.be) before 25<sup>th</sup> June 2010.

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