



MRD Student Leadership

Position Descriptions 2008

DRUM MAJOR: This is a primary leadership position in one of the most important and visible organizations at James Madison University. The MRD Drum Major(s) is to be a role model for the band members and ambassador for the JMU band program and university. The Drum Major(s) will serve as conductor; be called upon to teach drill and marching fundamentals; teach and rehearse music; warm-up the band; organize rehearsals; provide individual help to members; and assist the directors on a daily basis. Contact with the directors and student leadership is vital and necessary. The Drum Major(s) will often be the link between the director(s) and the membership of the band. Although showmanship and professionalism is a function of this position, musicianship, leadership, cooperation, communication, responsibility, intelligence, and integrity will be keys to being successful in this role. It is expected that the Drum Major(s) participate in ALL aspects of the band's administration, contribute to recruiting of new members, and assist the director(s) in promoting the organization throughout the school year.

SECTION LEADER: Each section of the MRD's will have at least one Section Leader. The Section Leader will provide a network of instruction and support to ensure that daily functions are successful and performance goals are met. Section Leaders will be responsible for ALL aspects of their section: preparation and memorization of season music; organize and run daily sectionals; coordinate placement auditions during band camp; distribute music and part assignments appropriately; coordinate with other MRD Section Leaders; distribute and organize season music; and work with Drill Instructors to ensure the preparation of marching and maneuvering. The student staff of each Section Leader will manage the daily operations of their section: making sure that all music, folios, drill books, and raincoats are accounted for; assisting with loading/unloading of the band truck(s); maintaining rehearsal space (at all locations); checking uniforms before performances; taking attendance at each rehearsal/performance; and communicating with and managing his/her section during performances/in the stands.

DRILL INSTRUCTOR: Each section of the MRD's will have at least one Drill Instructor. The Drill Instructor(s) will provide a network of marching instruction and ensure that daily functions are successful and performance goals are met. Drill Instructors will work with Section Leaders to organize and run daily sectionals; coordinate placement auditions during band camp; distribute drill and spot assignments appropriately; coordinate with other MRD Drill Instructors; teach section members the MRD marching fundamentals; and assist with drill instruction and show preparation. The Drill Instructor(s) will help manage the daily operations of their section: making sure that all music, folios, drill books, and raincoats are accounted for; assisting with loading/unloading of the band truck(s); maintaining rehearsal space (at all locations); checking uniforms before performances; taking attendance at each rehearsal/performance; and communicating with and managing his/her section during performances/in the stands.

DRUM LINE CAPTAIN: The Drum Line Captain(s) will work closely with the Percussion Instructor(s) and section members to prepare, manage, and maintain ALL aspects of the MRD Drum Line. The captain(s) will provide a network of instruction and support to ensure that daily functions are successful and performance goals are met. Drum Line Captain(s) will be responsible for: preparation and memorization of season music; organizing and running daily sectionals; distributing music and parts appropriately; coordinating with other MRD section leaders; teaching their section members the MRD marching fundamentals; and assisting with drill instruction and show preparation. In addition to music and marching instruction, all student leaders are to manage the daily operations of their section, including: making sure that all music, folios, drill books, and raincoats are accounted for; assisting with and organizing loading/unloading of the band truck(s); maintaining rehearsal space (at all locations); checking uniforms before performances; taking attendance at each rehearsal/performance; and communicating with and managing his/her section during performances/in the stands.

COLOR GUARD CAPTAIN: The Color Guard Captain(s) will work closely with the Color Guard Instructor(s), Color Guard Equipment Manager(s), and section members to prepare, manage, and maintain ALL aspects of the MRD Color Guard. The captain(s) will provide a network of instruction and support to ensure that daily functions are successful and performance goals are met. The Color Guard Captain(s) will be responsible for: preparation of all season work; organizing and running daily sectionals; coordinating with other MRD student leaders; teaching their section members the MRD marching fundamentals; taking attendance at each rehearsal/performance; assisting with drill instruction and show preparation; and communicating with and managing his/her section during performances/in the stands. The Color Guard Captain(s) should be able to choreograph for a portion of or whole music selection if necessary.

COLOR GUARD EQUIPMENT MANAGER: The Color Guard Equipment Manager(s) will work closely with the Color Guard Captain(s), Instructor(s), and section members to prepare, manage, and maintain ALL aspects of the MRD Color Guard equipment. This will include: ensuring that daily logistics are successful and performance goals are met; preparation, distribution, and maintenance of all season equipment (silks, poles, stoppers, etc.); organizing equipment and uniform distribution during band camp and the season; coordinate the transportation of all color guard equipment for performances and/or rehearsals; and maintaining the assigned storage spaces in Garber and Eagle Halls. In addition to equipment and logistics, the equipment manager(s) is to be responsible for: making sure all drill books and raincoats are accounted for; assisting with and organizing loading/unloading of the band truck(s); and maintaining rehearsal space (at all locations); checking uniforms before performances.

MRD EQUIPMENT MANAGER: The MRD Equipment Manager will be responsible for all equipment and logistical issues pertaining to the operation of the MRD program. He/She will be responsible for: maintaining the inventory of MRD instruments and equipment, including sound system(s), podiums, and field-marking equipment; coordinating instrument distribution and collection, and maintaining detailed records; managing all MRD storage facilities (Garber, Eagle, sheds); coordinating the loading and unloading of the band truck(s); working with MRD student leaders to organize all equipment moves during rehearsals, performances, and trips; and work closely with the band staff in planning and managing all logistical aspects of the band program.

PERSONNEL MANAGER: The Personnel Manager is responsible for all issues related to the JMU MRD personnel. The primary responsibilities of this position will be daily attendance and record keeping. This job requires a working knowledge of Microsoft Office, primarily Excel. He/She will work with the Graduate Student in charge of attendance, Director(s), and Section Leaders to maintain daily attendance records. In addition to attendance, this individual will coordinate the video and picture documentation of all MRD events and performances; and assist with the planning of such events as season road trips, Family Weekend, Parade of Champions, and the annual Band Banquet. Beginning during Band Camp, the manager will create and maintain a database for season attendance, collect daily attendance records from section leaders, organize all absence/course conflict forms, and manage the attendance binder (sign in/sign out). As participation and communication are two of the most essential aspects of the MRD curriculum, this job is of the utmost importance.

UNIFORM MANAGER: The Uniform Manager is responsible for maintaining the inventory of ALL MRD uniforms (excluding Color Guard). He/She will organize pre-season uniform distribution and alterations, as well post-season collection and cleaning; coordinate necessary alterations during the season; organize and be responsible for glove and plume distribution; be available before, during, and after all performances (including trips) to assist with uniform issues; maintain a collection of extra uniform parts and supplies to be available at all times. The Uniform Manager(s) will communicate with all MRD student leaders to make sure all uniform needs have been met. This position requires availability during the week prior to band camp, weeks following the end of the season, and possibly into spring semester.

BAND LIBRARIAN: The JMU Band Librarian(s) will be involved with the JMU Concert Band and Athletic Band programs. The Librarian(s) will work in the JMU Band Library (Music Room 104) and will manage the inventory of parts and scores, concert and marching arrangements, library database, honor band repertoire, and all other aspects of the band library. Responsibilities will include: preparing folders for the concert bands prior to each semester and concert; assisting with copying of parts or scores during the semester; organization and upkeep of the band library; assisting with the preparation of all marching band music for distribution during the season; and working with the directors and band library staff to ensure that all ensembles are prepared. Each Librarian must be available to maintain a minimum of 5 office hours per week, as well as be available for assigned ensemble rehearsal times as needed.

LOGISTICS CREW: Members of the MRD Logistics Crew provide the necessary daily support structure for the logistics and management of the MRD rehearsal and performance schedule. The crew is responsible for setting up for daily rehearsals (including podiums, sound equipment, yard line markers, etc.), game days and performances. They will work with the MRD student staff and leadership to ensure that all logistical needs for rehearsals/performances are met. Members of the Logistics Crew will need to be available before and after regular rehearsals and game days, as well as during band camp.