

Brief Job Descriptions – Forte 2010

Senior Administrative Team

Corps Director

Charged with the day to day operations of the corps, personnel management, final decision maker when needed, Communicates with Parents, Partners, and outside entities on behalf of corps, reports directly to the Board of Directors

Assistant to the Corps Director

Makes phone calls and general office duties to assist Corps Director, various projects as assigned by Corps Director, reports directly to the Corps Director

Assistant Corps Director/Head of Operations

Direct management of Tour Manager, Membership Coordinator, Merchandise Manager, Food Services Manager, Tour Manager, Director of Operations, and Staff Coordinator. Responsible for creating tour in conjunction with Corps Director and Tour Manager (Creation of Tour Stops, Arrangement of Housing, development of contracts) Reports directly to the Corps Director

Business Manager

Responsible for communication with Board of Directors and Corps Director regarding all ledger items. Responsible for deposits, transactions in and out, Paypal, Credit Card Processing, payroll, and tax preparation. Maintains copies of all business-related contracts for service or for hire (copies of Hired Staff also remain with Membership Coordinator), Verifies Stipend line item has been met and prepare payroll check, Reports directly to the Corps Director

Administrative Management Team

Merchandise Manager

Development and management of inventory, works with volunteer coordinator to ensure proper coverage of all merchandise booths, works with Business Manager for records, deposits, and new product acquisition (payment), works with Corps Director and Assistant Corps Director for development and approval of new merchandise items. Reports directly to Assistant Corps Director

Membership Coordinator

All aspects of CorpsData, coordinates incoming payments to membership accounts, records (medical, audition forms, staff w4s, etc). Coordinates with Assistant Corps Director and Staff Coordinator which members are clear of records and finances, reports and works with Corps Director regarding

membership issues, emails members and/or parents through corpsData, reports directly to Assistant Corps Director

Tour Manager

Focus on Tour Operations 4-8 days in advance, Work with Assistant Corps Director in development of tour operations, Direct Manager of Tour Intern and Volunteer Coordinator, Point of contact for all tour questions on road, serves as the final word when Corps Director/Assistant Corps Director are not present, Facility Management with TEPs and internal staff, Sets parameters of daily schedule to send to Staff Coordinator (who then sets the specific rehearsal schedule), Communicates Schedule to all admin staff and caption heads daily, Reports directly to the Assistant Corps Director

Tour Intern

Focus on Tour Operations for that day, duties as assigned by Tour Manager, Coordination of all chase vehicle runs for that day (Working with Tour Manager, Volunteer Coordinator, Food Service Manager, and Staff Coordinator), Reports directly to the Tour Manager

Volunteer Coordinator

Work with Tour Manager, Intern, and Food Service Manager to fulfill volunteer needs, Work with Membership Coordinator to increase parent/volunteer involvement & update volunteer records, Run background checks on volunteers (online) & collect payment of background fee, Process Volunteer applications, Report directly to Tour Manager

Medical Personnel

Work with Tour Manager with all injuries and diagnosing if a Doctor visit is warranted. Reports directly to Tour Manager

Translator

Work with Staff in regards to bilingual members as available/appropriate. Reports directly to Tour Manager

Parents/Volunteers

Work with Volunteer Coordinator to identify needs of the corps and skill sets available. Report directly to Tour Manager

Food Services Manager

Development of all menus, Coordination of Food Runs, Primary contact for Food Bank and all Food Sponsors/Donors, Work with Tour Manager & intern on food run needs/pick up locations, Sets recipe and menu guidelines in notebook and/or through direct personnel management, works with Volunteer Coordinator to ensure Food Preparation is covered at all times, Reports directly to Assistant Corps Director and Tour Manager

Operations Manager

Primary contact for all fleet related issues, Obtains quotations from trucking, bus, drivers, and all other transportation needs for the corps, Responsible for contracting labor (both volunteer and paid) for all vehicles, Coordinates necessary repairs (and communicates with Tour Manager for any scenario that may affect tour movement), Works with Business Manager for Payroll, Repairs, and Contracts. Reports directly to the Assistant Corps Director

Staff Coordinator

Sets daily rehearsal schedule based on the needs set forth by the instructional staff (Caption Heads) and within the perimeters set by the Tour Manager, Coordinates schedule for staff attendance (Winter Camps, Summer pre-Tour, Tour schedule), Coordinates any travel needs for the staff (pick-up and drop off at Airport/Bus station, Staff is responsible for the purchase of flights unless approved by Corps Director), provides a calendar to Tour Manager or Senior Administrative Team member of staff attendance (and communicates days off with Business Manager for contract/payroll), Submits payroll clearance to Business Manager, Reports directly to Assistant Corps Director

Design Staff

Program Coordinator

Ensures all members of design team have an equal voice in the creation and development of program, Serves as the final decision maker for all things involved in the field program, Works with Staff Coordinator in regards to schedule concerns and needs, Works with Corps Director and Assistant Corps Director to ensure program standards of excellence are being met in regards to product and personnel, Coordinates and facilitates changes and adjustments needed to program from staff and adjudication feedback, Reports directly for Assistant Corps Director & Corps Director

Program Consultants

Works directly with Instructional and Design staff to provide input to the development of the program, coordinates and schedules attendance at rehearsals or meetings with Program Coordinator. Reports directly to Program Coordinator

Caption Designer (Brass, Percussion, Drill, Colorguard)

Responsible for all aspects of design for their caption, works with Program Coordinator to enhance cross-caption effects and big picture items, Communicates with assigned caption head to ensure design and instructional philosophy are cohesive, May work with corps to enhance design intent (at discretion of Program Coordinator in conjunction with caption head or ensemble coordinator), Design will be a team effort (no designer will design their element in a bubble) among the entire design team, Must be available via email/phone during entire design process, May be responsible for changes/adjustments to the program during tour, Reports directly to Program Coordinator

Instructional Staff

Ensemble Coordinator (Visual & Music)

Work with caption heads to achieve overall/cohesive/coordinated effects with the total ensemble, Runs ensemble rehearsals with emphasis on Ensemble needs, Works with Caption Heads in regards to daily goals and achievement levels, Mentors Caption Heads to maximize performance, Works with Program Coordinator and other Ensemble Coordinator for development of total package, Attends Critique in General Effect or Ensemble categories as needed based on adjudication tapes and feedback, Attends all of tour (may attend Pre-Tour Rehearsals or Camps at their discretion – non-contracted labor), Available for discussion via phone, email, or in person, Reports directly to the Program Coordinator

Caption Head (Brass, Percussion, Visual, Colorguard)

Responsible for the development of the philosophy of instruction for their caption, Management of all technical staff and pedagogical consistency, Development of exercises or technical book to improve section, Works with Ensemble Coordinators to develop daily and long range goals and techniques, Works with Ensemble Coordinator on interpretation of elements to enhance total package across sections, Works with Staff Coordinator on rehearsal & time needs, Communicates with Staff Coordinator all needs of their staff (travel, payroll, equipment, etc), Ensures caption rehearsals are adequately covered by technical staff, Responsibility to the Ensemble performance of their Caption over the individual achievement, Reports directly to Program Coordinator

Caption Tech (Brass, Percussion, Visual, Colorguard)

Responsible for all duties as assigned by appropriate caption head, Responsible primarily for cleaning their book and the carrying out of technical development programs developed by Caption Head, Responsibility towards the individual achievement of their assigned section in caption or as assigned by the Caption Head, Communicates all needs to Caption Head (travel, payroll, equipment, etc), Reports directly to Caption Head