



# PETERBOROUGH NEW HORIZONS BANDS

## Position Description: Band Assistant

**Date:** 2024 July 4

**Summary:** This person assists in areas as needed and fills in for bands missing specific instruments.

**Skills Required:** Emailing. Communication. Organizing.

**Salary/hours:** See contract (\$2800/year). Roughly 8 hours/week, on Wednesday, 8:45am-4:15pm

### Responsibilities:

- Follow the "Financial Controls Policy" regarding purchases and reimbursements.
- Respond to emails in a timely manner.
- Attend all Wednesday rehearsals, not needed for Green Band.
- Inform a Board member, in a timely manner, if you cannot attend due to illness or personal matter.
- Intuitive to any changes needed to make things run smoother (eg. Pull all percussion stuff out and put it back in a sensible/better way).
- Assist Property Manager with tracking and maintaining the PNHB owned instruments.
- Assist with the set up and take down of the band area and percussion.
- Assist with the distribution and collection of music.
- Assist the Conductor assigned or if they delegate this to you, with preparing the lists of percussion instruments needed for each concert.
- Assist with the moving of equipment to other venues and back.
- Substitute for Conductor or Coach or substitute that are absent (additional pay as a substitute as explained in contract).
- Play an instrument in bands lacking a specific instrument, if able.
- Ask questions during the rehearsal or point out things that may help the band.
- Assist members with questions or needing directions.
- Lost and found. Remind members to check if they have anything in the tub. Donate items, at the end of the season.
- Other duties as assigned by the BOD.



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Date Approved: July 4th / 2024

Signed: Judrey Keef  
PNHB President

Signed: Beverly Murphy  
PNHB Board Secretary

## Revision History:

Date	Description	Who
2024 July 4	Put in standard format. Review and update.	Bev Murphy consulting Medda Burnett
2011 May 11	Original	