

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Music Specialist

**BASIC FUNCTION:** Under the supervision of the area Dean, assists the Auxiliary Business Services in developing a budget, fund raising and bookkeeping system. Assists the Marching Band Director in maintaining attendance records, cataloging of music, instrument inventory, and coordinating the activities of the auxiliary units; and in recruiting student musicians.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Assists in the development of the Marching Band budget and the disbursement of band funds.
2. Assists the Auxiliary Business Services in ordering equipment and supplies and payments of accounts payable.
3. Assists in organizing fundraising events.
4. Assists in supervising auxiliary units.
5. Maintains instrument inventory and implement a procedure for instrument and music checkout.
6. Organize band transportation, lodging, and facilities usage requests.
7. Assists in maintaining accurate attendance accounting.
8. Assists in designing field shows, props, and uniforms.
9. Assists in the general supervision of students.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

**EDUCATION:** A Bachelor of Arts degree from an accredited institution in Music or a related field is required.

**EXPERIENCE:** At least two years of closely related experience in the organization and implementation of an instrumental music and performance group is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** None.

**ABILITY TO:** Motivate and supervise students; establish and maintain effective working relationships with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental staff, students, faculty, and the general public.

**WORKING CONDITIONS:** Normal office/marching band environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.