

Penn Color Guard Director – Job Description

This position reports to the Director of Bands at Penn High School

Qualifications

- WGI/DCI Experience as a performer, designer and/or instructor
- Strong organizational, communication, public relations, and interpersonal skills
- Experience leading a competitive guard program
- Ability to lead a team of staff and to utilize each person's unique talents and abilities

Design

- Develop/coordinate show concepts for winter guards
- Be a part of the visual design team for the marching band
- Secure necessary design team staff for winter guards
- Design floors, props, flags and costumes
- Develop professional audio tracks with necessary edits for winter guards
- Develop and coordinate staging
- Making equipment decisions based on membership and musical/technical demands

Choreography

- Responsible for all equipment and dance choreography
 - Understand the judge's sheets, criteria and rubrics for the appropriate classification
 - Being mindful of form, body and equipment being one idea and not separate ideas
 - Coordinate all piece of choreography to maximize musicality and effect
 - Remain up-to-date on current trends to keep our ideas fresh and competitive

Instruction

- Create the necessary culture for growth and development
- Develop a high-level training program for body and equipment
 - Ensure that all staff are educated and understand the implementation of the specifics required of the technique program
- Develop and conduct auditions (two per year) to get an accurate understanding of incoming membership
- Develop strategic plan for each season based on competitive goals, contest schedule and rehearsal calendar
- Maximize time on task by appropriately planning each rehearsal to include body warm-up, across the floors and equipment basics, choreography time and show development
- Arrive promptly for rehearsals, communicate rehearsal plan to staff, students and oversee set up of rehearsal space
 - Open and close building
 - Flooring, tarp, equipment and sound system
 - Be sure that all students have exiting building and are safely on their way home
- Recruit, hire and lead the color guard staff
 - Manage staff scheduling
 - Assist and empower the staff to understand necessary deliverables for each rehearsal
- Understand the sport psychology aspect of performance
- Utilize appropriate show day rehearsal plan to ensure physical preparedness and to minimize injuries
- Develop the appropriate show warm-up to maximize confidence, focus and performance

- Attend competitions and supervise staff through the logistical schedule
- Listen to adjudicator's commentary, process feedback and implement adjustments/changes as needed

Administration

- Develop program plan, budget and fees
- Create and communicate rehearsal schedules
- Coordinate, reserve and schedule facilities with the athletic director for each season
- Communicate with custodial and security staff as needed
- Parent Liaison
 - Coordinate with parents for:
 - Fund Raising
 - Prop Construction
 - Prop Crews
 - Chaperones
 - Meals & snacks when needed
- Maintain communication channels with students and parents
- Maintain social media as a learning tool for the organization
- Acquiring necessary equipment for each season
 - Uniforms, flags,
 - Tarps, props
 - Poles, tape, weights, rifles
 - Shoes and gloves
- Maintain audio equipment
- Maintain rehearsal first aid kit and medical records
- Coordinate IHSCGA membership and all contest registrations
- Understand procedures and rules for all competitions
- Plan and create contest day itineraries
- Submit transportation requests
- Coordinate loading and transport of equipment for rehearsals and performances