



# THE SEATTLE SCHOOLS' ALL - CITY MARCHING BAND



Marcus Pimpleton, Director • 2601 SW Kenyon St. • Seattle, WA 98126 • (206) 252-8993 • [mjpimpleton@seattleschools.org](mailto:mjpimpleton@seattleschools.org)

Dear Potential Staff Member,

Thank you for your interest in being a part of the Seattle All-City Band staff team. Every year, the Seattle Schools All-City Band is very fortunate to have a number of alumni volunteers that help run this outstanding program. Serving without pay, these volunteers share a commitment to providing students with the same caliber of experience that they had when they were members of the group.

As the director, I take the job of screening and selecting staff members for this band very seriously. ALL STAFF MEMBERS WISHING TO RETURN MUST REAPPLY EACH SUMMER! A skilled staff member can help a struggling student to have a fun and successful experience in our program, while a poor staff member can leave a student hurt and discouraged. As a goal, our staff is committed to ensuring a fun and educational experience for every student and to doing our part to ensure that all students feel successful and important as members of this band. We want our students to return to their school bands as better band members, with positive things to say about their experience with All-City.

If you feel you have what it takes to help students have a fun and educational summer experience, please carefully review the attached materials and submit all required application components by the date indicated at the bottom. Please note the following three requirements of the application.

Part 1: Staff Application – Completed and submitted on time.  
Complete all requested fields and number your preferences for positions.

Part 2: Supplemental Questions

On a separate page, type or write out responses to supplemental questions listed on the application. You do not have to write an essay, but it is important to answer the question fully and to make the case as to why you belong on our staff.

## **STAFF APPLICATION DUE DATE: October 20th**

**IN THE EVENT YOU ARE OFFERED A POSITION ON STAFF YOU MUST MAKE YOURSELF AVAILABLE FOR OUR ANNUAL STAFF RETREAT WHICH IS TENTATIVELY SCHEDULED FOR JUNE 23-25.**

Respectfully,

Marcus J. Pimpleton  
Director



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## **STAFF POSITION DESCRIPTIONS**

All roles are volunteer positions unless otherwise stated in the description.

**Administrative Assistant** This position is reserved for a Seattle School District employee who will be paid for rehearsal hours at a rate of \$26 per hour. You will attend every rehearsal of the All City Band. You will be responsible for overseeing the collection of all required paperwork from each member of the band (permission slips, emergency card, credit cards, registrations, etc.). You will oversee the collection of monies, ensuring the timely recording and deposit of all funds received. You will assist with the ordering of uniform items and with the preparation of data for the printing of the Yellow Pages within the first three weeks of rehearsals. You will work with the staff coordinators to ensure that section staff are completing and submitting attendance records on a daily basis. You will organize and coordinate parent volunteers as needed in support of the band program.

**Staff Coordinator:** You will serve as the liaison between the volunteer staff members and the director(s), helping staff to troubleshoot and solve individual issues within their sections. You will help coordinate the staff into a productive team with all members fully engaged and contributing. You will assist with the teaching, review, or drilling of marching fundamentals and choreography and be responsible for a smooth transition from music rehearsal to the field rehearsal. You will assist the director in providing quality feedback to staff to improve instruction.

**Instructional Assistants:** You will assist sectional staff in their daily sectionals, filling in for absent staff members as needed. You will provide general instructional support in rehearsal including pulling individuals and small groups of students needing extra help with the fundamentals. You will assist with the teaching and reinforcement of marching fundamentals during the field rehearsal.

**Section Training Staff:** You will serve as the liaison between the students in your section and the director(s). You take attendance daily and maintain accurate records of student attendance and participation. You are responsible for planning and running effective music and marching sectionals, assisting students with the learning of the marching fundamentals and the memorization of the music as well as keeping track of any ACB or school district owned equipment used by your section. You will help to maintain a safe environment for the students at all times during rehearsals and public performances and on the busses on the way to and from such events.

**Staff Assistants:** You will serve as an aid to the director and staff coordinator, receiving duties as assigned from them. At the beginning and end of the summer you will be the point person for the tracking and management of equipment, loading and unloading of the equipment truck and buses, and the set up/tear down of the sound system and music stand at the start and conclusion of each rehearsal. You will be responsible for assigning, maintaining, and recollecting all equipment owned, rented, or borrowed by the All-City Band. This will include percussion equipment, drum major shirts/batons, flags/poles, the ACB Banner, and any sousas/baritone saxes rented from local music stores or borrowed from schools.

**Media Staff:** You will be responsible for documenting the summer in photographs and/or video and working with the students and staff to prepare 1) an entertaining video presentation for Sani Can and 2) an informational video that can be used for recruitment and or solicitation of donations to support the program.



THE SEATTLE SCHOOLS' ALL-CITY MARCHING BAND



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Staff Application

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Graduation Year (Expected): \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

# Years in ACB: \_\_\_\_\_ Instruments/Sections: \_\_\_\_\_



Which staff positions are you interested in? (Number choices in order of preference... 1, 2, 3 etc).

- Administrative Assistant Staff Coordinator Instructional Assistant
Flutes/Piccolos Clarinets Saxophones
Trumpets Mellophones Trombones
Basses Percussion Color Guard
Drum Majors Staff Assistant Media

Please attach a brief statement answering the following questions:

- 1) Please tell about yourself, your current activities, and future plans...
2) Why do you want to be on staff this summer?
3) What qualities/skills do you bring to the ACB staff team?
4) Are there conflicts with work/school that may interfere with your availability...

FIRST YEAR STAFF APPLICANTS: Please provide one letter of recommendation from someone who can speak to your potential for working with or around youth.

Please return completed applications and supplemental materials by October 20, 2016 to mjppimpleton@seattleschools.org or via US mail to:

All-City Band
2601 SW Kenyon St.
Seattle WA 98126

Address questions or concerns to mjppimpleton@seattleschools.org or (206) 252-8993.