

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Bandstand Director
<b>Job Code</b>	1025
<b>FLSA Status</b>	Non-exempt
<b>Pay Grade</b>	109

### GENERAL POSITION SUMMARY

The Bandstand Director is responsible for the overall management and coordination of activities at the City Bandstand. This includes planning, organizing, and overseeing a variety of entertainment events such as music performances, movies, variety acts, and other cultural shows. The Bandstand Director ensures the smooth operation of events, from performer selection and contract negotiation to event promotion and audience engagement.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plan, organize, and coordinate entertainment events at the City Bandstand, including music performances, movies, variety acts, and cultural shows.
- Research and identify suitable performers, groups, and acts to showcase at the bandstand.
- Negotiate contracts with performers and finalize event details, including scheduling and logistics.
- Maintain and update the bandstand's event calendar, ensuring accurate and timely information.
- Develop marketing strategies to promote bandstand events through various channels such as social media, press releases, and community outreach.
- Collaborate with local artists, organizations, and community groups to enhance the diversity and quality of entertainment offerings.
- Attend all events at the bandstand and oversee event operations, including setup, sound checks, and audience management.
- Evaluate the success of events and gather feedback from performers and audience members for continuous improvement.
- Manage budgetary allocations for bandstand events, including expenses related to performers, equipment, and marketing.
- Supervise and coordinate the work of support staff, including sound technicians.

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- Maintain effective communication with city officials, stakeholders, and partner organizations to ensure alignment with city goals and objectives.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A Bachelor's degree from an accredited college or university in a related field
- At least three (3) to five (5) years of related work experience, such as Public Relations.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

- None

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Legal terminology and court procedures
- Event management
- Contract negotiations and management
- Website development
- Budget development and management
- Purchasing

#### Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Problem Solving
- Photography and event promotion
- Time management

#### Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Supervise staff and manage resources
- Schedule maintenance and manage projects

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**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )			X
Extreme heat ( <i>above 100 degrees</i> )			X
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )		X	

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### PHYSICAL DEMANDS

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

<b>Date created:</b>	9/11/2018
<b>Dates revised</b>	3/5/2024