

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Assistant Professor of Music,  
Instrumental Music Education \_\_\_\_\_

**Department:** School of  
Visual and Performing Arts \_\_\_\_\_

Chris Mathews  
Prepared by \_\_\_\_\_

3/22/21  
Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

**Supervision Received:** Chair, School of Visual and Performing Arts  
(by title)

**Supervision Given:**  
(by title) Student workers

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

### **Purpose:**

The purpose of the Assistant Professor of Music, Instrumental Music Education is to enhance the work of the Division of Music through the effective recruitment of talented undergraduate instrumental students, strong private and classroom teaching, successful ensemble leadership, supervision of music education students, and collaborative service to the School of Visual and Performing Arts and Oklahoma Baptist University.

### **Essential Functions:**

- Recruit and teach undergraduate, instrumental music majors.
- Direct and manage all aspects of the Symphonic Winds and related instrumental ensembles.
- Develop a private instrumental studio based on area(s) of expertise.
- Coordinate and contribute to the training and supervision of students pursuing a degree and subsequent career in the field of instrumental music education.
- Assist with securing and supervising part-time instrumental instructors.
- Teach additional undergraduate music and/or fine arts courses according to expertise and the needs of the School of Visual and Performing Arts.

New _____	Revision _____	FLSA _____	IPEDS _____	Sal/Grd Assignment _____
PRN(s) _____				

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### Other Duties:

- Oversee inventory and maintenance of instrumental equipment and resources.
- Foster a high level of excellence and the overall good reputation of instrumental program.
- Develop relationships with state and regional high school band and orchestra directors as both a service to their ensembles as well as recruitment for the School of Visual and Performing Arts.
- Demonstrate personal musical and academic excellence through activities such as solo and chamber music recitals, adjudication and guest conducting, conference presentations, and research publications.
- Attend appropriate state and national conferences as beneficial both to professional development and to the School of Visual and Performing Arts.

### Qualifications:

#### Knowledge, Skills and Abilities:

- Exceptional musicianship as modeled through performance, conducting, and teaching
- Strong communication and interpersonal skills to dialogue regularly with prospective undergraduate students, high school band and orchestra teachers, and the professional community of music educators and performers
- Proven administrative skills and knowledge to manage and advance instrumental ensembles

#### Education:

- **Preferred:** DMA (or the equivalent)
- **Required:** Master's degree in music or music education

#### Experience:

- **Preferred:** Successful teaching at both the high school and collegiate levels
- **Required:** 3 years teaching at the high school or collegiate level

#### Equipment:

#### Physical Requirements:

- Ability to lift musical scores and musical instruments
- Ability to work at a desk and stand in the classroom/rehearsal hall for extended periods of time
- Ability to travel, including overnight stays, to recruit and to attend appropriate conferences

#### Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Must be an active member of a local evangelical church

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**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation or  Performance Evaluation\*.

Employee Signature

Date

Supervisor Signature

Date

*\* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*