

Organizational Tools for the Motivated Music Director

MICHAEL OUBRE, BAND DIRECTOR
PICKENS HIGH SCHOOL, JASPER, GEORGIA
MIDWEST CLINIC OUTLINE FOR DECEMBER 2021

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Agenda –

- Why are you here?
- Why does this topic matter?
- How can I help?

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The Six Strategies for Successful Administration of a Music Program:

- 1) Begin with intent!
- 2) Build strong relationships
- 3) Optimize your environment
- 4) Work your plan
- 5) Let go
- 6) Curate your curriculum



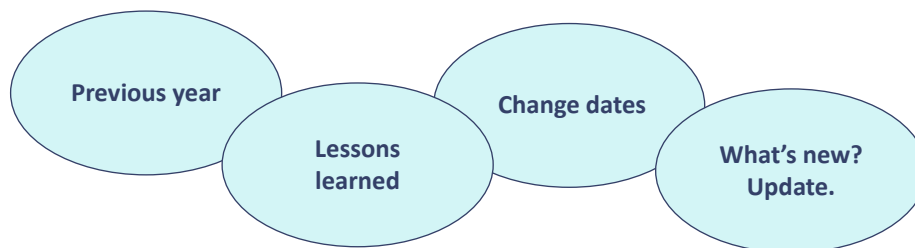
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1) Begin with intent



Long-Term Planning

The million dollar question – How to build the master calendar?



Key takeaway: Be ahead of the schedule as much as possible

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1) Begin with intent



Syllabus Management

For cohesive and strong classroom lesson planning:

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Per-semester
syllabus
cleaning

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Use topic
lists

Key takeaway: Consistent updating and focused lists enable effective lesson planning

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1) Begin with intent



FIRST SEMESTER BAND CLASSES COURSE SYLLABUS, FALL 2021

Course Description and Objectives: The concert band is a music performance class that focuses on the development of student musicianship. The class includes instruction as needed in the basics of theory, the history of music and dwells on developing the skills needed to perform band literature. Students in this class are selected by audition and/or past performance on their instrument. This class serves as an elective meeting a Fine Arts credit.

Week Beginning With:	Playing Assignment*	Rhythm Sheet	Written Assignment
8/2/21	Introduction to Concert Band procedure		Class procedures/Handbook
8/9/21	G Major	1	Concert Etiquette
8/16/21	C Major	2	Major Scales Chart
8/23/21	F Major	3	Basic Conducting
8/30/21	Bb Major	4	Note/Rest Notation
9/7/21	Eb Major	5	Key Signatures
9/13/21	Ab Major	6	Musical Symbols
9/20/21	FALL BREAK	NONE	FALL BREAK
9/27/21	Db Major	7	Instrument Transposition
10/4/21	Gb Major	8	Instrument Transposition
10/12/21	B Major	9	NO WRITTEN ASSIGNMENTS
10/18/21	F Major, FALL BAND CONCERT ON 10/19/21	10	NO WRITTEN ASSIGNMENTS
10/25/21	A Major		Quiz: Terms A-C
11/1/21	D Major		Quiz: Terms D-L
11/8/21	Chromatic Scale		Quiz: Terms M-P
11/15/21	Sight Reading and Concert Prep		Quiz: Terms R-V
11/22-26/21	Thanksgiving Break		Thanksgiving Break
11/29/21	Sight Reading and Concert Prep		NO WRITTEN ASSIGNMENTS
12/6/21	Holiday Concert on 12/7 at 7pm		NO WRITTEN ASSIGNMENTS
12/13/21	Sight-Reading		Final Exams on 16 th and 17 th

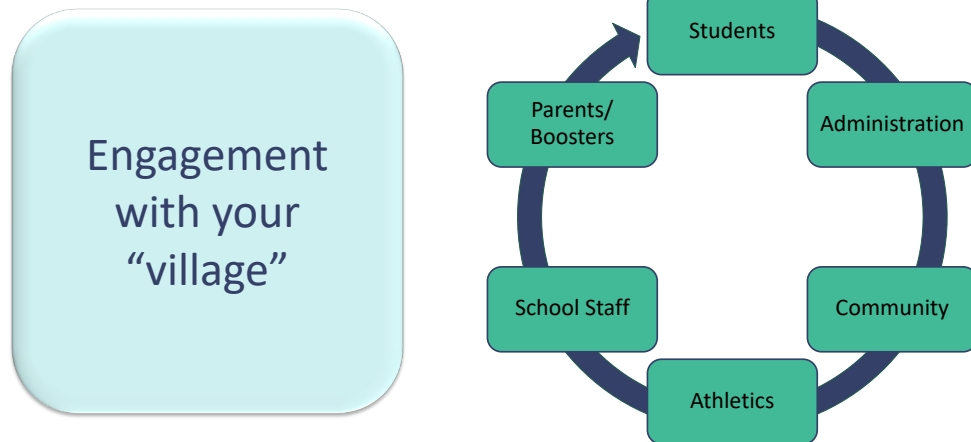
*Weekly Playing Assignment Pass-off Schedule

Monday – Review
 Tuesday – Flutes, Oboes, All Saxes, Horns
 Wednesday – Percussion
 Thursday – Trumpets, Euphoniums, Tubas, Bassoons
 Friday – All Clarinets, Trombones

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2) Build strong relationships



Key takeaway: healthy relationships with all six of these are critical for success

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3) Optimize your environment



Your "map" of the working environment



- Location of key elements
- Design for efficiency

Make technology work FOR you



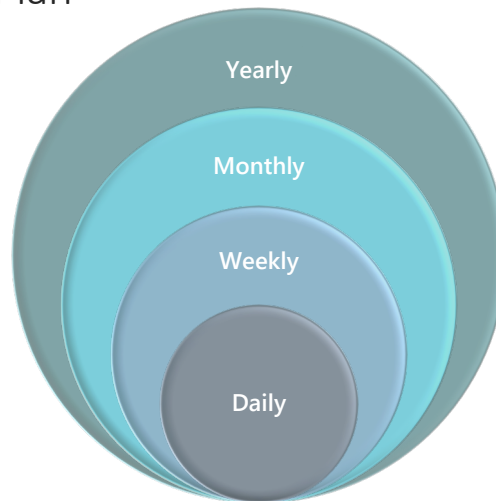
- Dependent on your needs & budget
- What the school provides

Key takeaway: The physical environment is the first thing the students notice. Make it engaging, streamlined and modernized.

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4) Work Your Plan



Key takeaway: Remember the big picture, manage each component well, it will pay off in the end.

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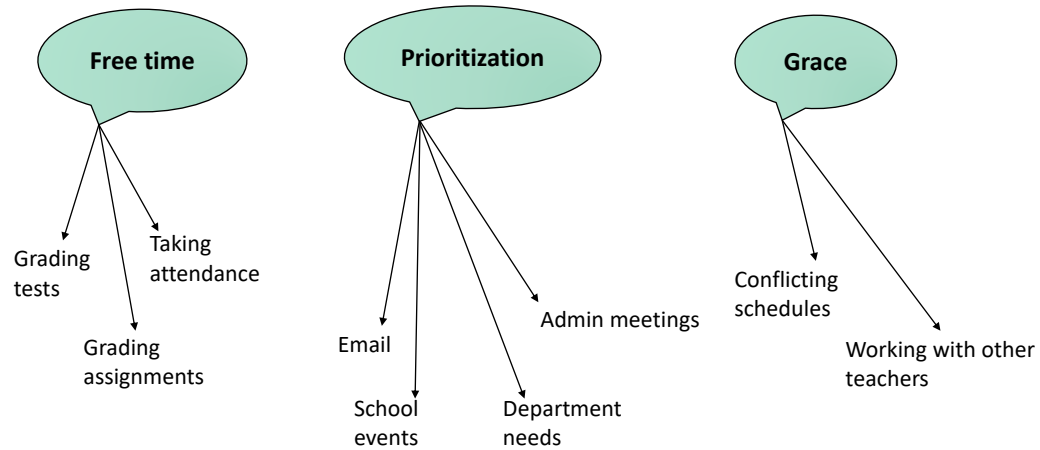
Do what needs to be done,
when it needs to be done,
whether we want to do it or not,
without anybody asking.

~Dr Tim Lautzenheiser

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4) Work Your Plan - Daily



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4) Work Your Plan - Weekly



Oversight of all inventory – are the physical needs accounted for?



Weekly reminders – have you sent, in all the formats, with the relevant information?

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4) Work Your Plan - Monthly



Calendar:



- What's coming up next?
- Any surprises?

Things to order:



- New music
- Instruments
- Inventory needs

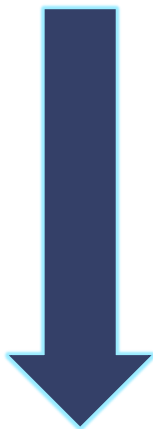
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4) Work Your Plan - Yearly



Think long-term:



- ☐ Budget submission, school and boosters
- ☐ Ordering for next year
- ☐ Anticipate curveballs
- ☐ Community events/needs
- ☐ Bookings for conventions, clinics, workshops

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4) Work Your Plan – Helpful Hints



Useful Tools:



Google Drive, Dropbox, iCloud –
for access to critical information 24/7

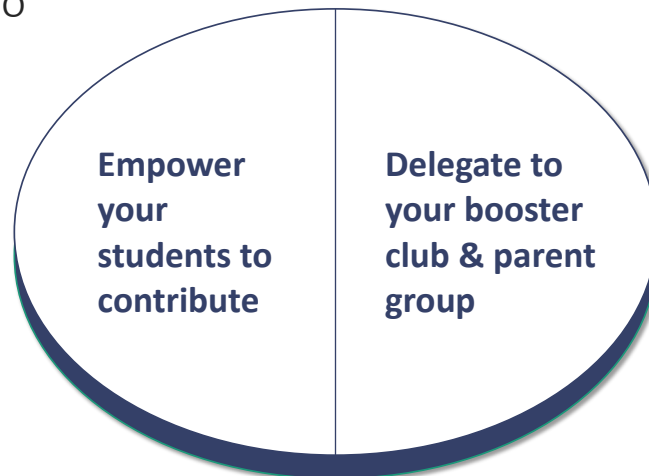


Excel, Notes –
Lists can save the day

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5) Let Go



Key takeaway: Utilize the strengths and willingness to help of your students and boosters.

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6) Curate Your Curriculum



Beg, borrow
and steal

Be prepared
for class

Lather,
rinse, do not
repeat

Key takeaway: Addressing the small details and leaning on your community of resources can go a long way

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Wrap-up

- Recap of the 6 pillars – BRIEFLY!
- **What's the "so what"? What will the audience LEAVE with that helps them in their programs?**
- Add the QR code that links to the handout and slides

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