

NHMEA Job Description
Assistant Executive Director

Job title	Assistant Executive Director
Reports to	Executive Director

Type of Position

___x___ Appointed _____ Elected

Length of term:

Qualifications

(Common for all positions except for Executive Director)

Nominee/appointee must be an active music educator

Nominee/appointee must be a current member of NHMEA/NAfME

Tier 1 (no experience necessary)

Tier 2 (ideally will have held tier 1 position previously)

Tier 3 (ideally will have held tier 2 position previously)

Duties and responsibilities

The approximate workload is (hours per month): 20

The primary job duties and responsibilities are: Assisting the Executive Director with mail pick-up, accounting/accounts receivable, mailings, organization of Allstate Forms, registration at conferences

Timeline of Responsibilities/Duties

July-August: Mailing school district invoices, collecting/accounting of paid invoices

September: processing payments (*Jazz, Chamber, Allstate auditions and participants, middle school festivals, elementary honors choir, etc...)

October: Registration desk, Fall conference, processing payments*, writing checks at Jazz Allstate (alternates with Exec. Director)

November: Processing payments*, writing checks at Allstate Auditions (alternates with Exec. Director)

December: Processing payments*

January: Allstate form collation, processing payments*

February: Allstate form collation, processing payments*

March: Allstate form collation, prepping directors' packets, processing payments*

April: Registration at Allstate conference, processing payments*

May: Processing payments*

June:

Direct reports (if applicable)

(List by job title any positions to be supervised by the incumbent)

Approved by:	
Date approved:	
Reviewed:	