

NHMEA Position Description Common Template

Job title	<i>All State Auditions Chair</i>
Reports to	<i>The title of the position that the job incumbent reports to</i>

Type of Position

_____ Appointed ___X___ Elected

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

Duties and responsibilities

The primary job duties and responsibilities are:

- Coordinate All State auditions for all interested high school band, orchestra, vocal, and guitar students
- Attend required full executive board meetings for NHMEA
- Serve on the Council of Events
- Work closely with the Executive Director when scheduling auditions
- Field all questions regarding NHMEA All State Auditions
- Follow all policies regarding NHMEA All State Auditions
- Should there be a need, communicate with the President of NHMEA about any All State Auditions concerns or issues
- Sits on the Council of Events
- Attend three required Executive Board meetings: Aug/Sept (Summer Meeteing), January (Chamber Festival), and April (All State Music Festival)
- DUE BY MAY QUARTERNOTES
 - o Approves changes for all state auditions material
 - o Requests done by April Meeting
- Has the authority to approve or deny changes

Timeline of Responsibilities/Duties

July-August:

1. Continue to contact potential adjudicators for All State Auditions
2. Be sure to incorporate new adjudicators and rotate out other adjudicators accordingly

August/September:

1. Meet with Executive Director to speak about OPUS ensuring that the system is up and running
 - a. Plan when auditions registration will begin and when it will close (first or second week of October)
 - b. OPUS
 - i. Be sure that all PANELS are set up correctly by instrument and voice part
 - ii. Verify times for each PANEL for breaks and lunches
 - iii. Each audition should be 7 minutes long with the exception of the Horn/Euphonium room and the Percussion rooms (each of these rooms gets 10 minutes)
 - iv. School requests for early or late morning or afternoon are required!
2. Email state college music education department chairs (UNH, Keene, SNHU, Plymouth) to get NAFME collegiate help for auditions day. One college monitor per room. The chair should email you back a list of students, their emails, and their instrument/voice parts so you can match them with adjudicator rooms.
 - a. Continue to email music ed dept. chairs for more requests while also sending out information to all of the college monitors that are signed up about details of the day: Location, date, time, lunch is provided, etc.
3. Individually email all adjudicators that you would like to judge auditions their contract, auditions day information sheet, and mileage/reimbursement forms – request that they must return their contracts back to you within one week, otherwise, they will be replaced!
4. Maintain spreadsheet of panel room name, panel number, adjudicator's name, adjudicator's email address, audition room number at the school, and 'yes' received contract
5. Contact auditions school location to make sure they have gotten approval to hold auditions at their school

October:

1. Once auditions have closed, work with Executive Director to honor school requests for audition slots
2. Send out audition schedules to each director/school that has students registered to participate

3. NOTE THAT NO CHANGES TO THE SCHEDULE CAN BE MADE – if cancelations or additions are requested, the answer is NO!
4. Email adjudicators a reminder to get their contracts to you as well as information about the auditions day, location, and time and attach the following information:
 - a. Adjudicator General Information Sheet
 - b. Adjudicator Instructions Sheet
 - c. College Monitor Directions
 - d. Room Moderator Instructions
 - e. Room Moderator Percussion/Timpani Script
 - f. Room Moderator Percussion/Mallet Script
 - g. Room Moderator Percussion/Percussion 1 Script
 - h. Template for Audition Material they will listen to
 - i. Vocal Auditions – Adjudicator and Room Moderator Instructions
 - j. Vocal Auditions – Recorder Instructions
 - k. Vocal Auditions Sight Reading Guidelines
5. Email College Monitors a reminder about the auditions day, location, and time and attach the same information as the adjudicators received along with the College Monitor Room Assignments
6. Continue to send out reminders each week!
7. Get audio recorders to Mixed Chorus chair to set up for auditions

November:

1. Order score sheets at Staples if you are running out!
2. Print labels
 - a. 2 sets of code breaker labels – three hole punch and put in a binder
 - b. 1 set of index card labels – label index cards by school and place in school's envelop
 - c. 3 sets of NCR labels for score sheets – place on score sheets by audition PANEL BY TIME!
3. Make participating school envelopes
 - a. Re-audition information
 - b. School Schedule
 - c. Director's Instructions for Auditions Sheet
 - d. Reaudition Sign Up Form
 - e. Index cards with student's information
4. Make Adjudicator envelopes
 - a. Sight Reading
 - i. Scales
 - ii. Sight Reading for Vocal Adjudicators
 - iii. Bach Choral for Vocal Adjudicators
 - iv. Template for Auditions Material
 - v. Adjudicator Comment Sheet
 - vi. School Feedback Forms (3 each)

- vii. Map of School
 - viii. Reimbursement for Adjudicators Form
 - ix. Points distribution sheet
 - x. Adjudicator Comment Sheet for Auditions Day Feedback
- b. Performance
 - i. Copies of Audition Repertoire
 - ii. Template for Auditions Material
 - iii. School Feedback forms (3 each)
 - iv. Adjudicator Comment Sheet
 - v. Map of School
 - vi. Reimbursement for Adjudicators Form
 - vii. Points distribution sheet
 - viii. Adjudicator Comment Sheet for Auditions Day Feedback
- 5. Make College Monitor Folders
 - a. College monitor directions
 - b. Schedule of the panel by student name and ID number
 - c. Adjudicator directions
- 6. Print Schedules for announcer tables (band, choral, orchestra, guitar)
 - a. One version by time
 - b. One version by school and student's name
- 7. Print schedule for registration table
 - a. Master schedule by time and school
- 8. Print cancelation forms!
- 9. Move the MASTER SCHEDULE from OPUS in Excel Format to GOOGLE DOCS – label it “MASTER RESULTS and the year.” Share with NO editing rights with all ensemble chairs and conference chair
- 10. Print off NHMEA All State Auditions Notes for Adjudicator Meeting
- 11. Email reminders to adjudicators and college monitors about the auditions day! Adjudicator's meeting is at 7:00am and College Monitors meeting is at 6:45am
- 12. Contact Executive Director letting them know when to be at the school to cut checks for adjudicators

Day of Auditions in November

- 1. Bring the following:
 - a. Milk crates with all school's folders to house score sheets
 - b. Director's Packets
 - c. Adjudicator's Packets
 - d. Announcer table binders
 - e. Registration table binder
- 2. Get walkie talkie from school location
- 3. Put up important information from NHMEA All State Audition Notes sheet on the white board
- 4. Put out adjudicator packets on the table at each seat and paired together (sight reading and performance)
- 5. Put binders on announcer tables

6. Put binder and iPad/electronic device on registration table to document CANCELLATIONS
7. College Monitor Meeting at 6:45am
 - a. Go over all directions with college monitors
8. Adjudicator Meeting 7:00am
 - a. Go over all directions on the NHMEA All State Auditions Note sheet and everything that is in their packets
9. SCHOOL RUNNERS will connect with adjudicators and bring them to their rooms! School takes care of this!
10. Auditions begin at 8:00am
 - a. As the day moves forward, circulate around and pick up score sheets from each room.
 - b. Tally Room – Parent Boosters Club helps out
 - i. Share GOOGLE DOC of MASTER SCHEDULE with the head person in tally room
 - ii. Coordinated with the CANCELATIONS at the registration table
11. End of Day:
 - a. Collect all score sheets
 - b. Get audio recorders from vocal adjudicators
 - c. Tally Room is putting code breaker labels on score sheets
 - d. Score sheet scores are put into the shared GOOGLE DOC
 - e. Once all scores are in the GOOGLE doc, score sheets must be placed in each school's folder in the milk crate
12. Tally Room
 - a. Use the Tally Room ratios document to determine how many of each multiple room (ie. Sop. A, B, C) you can take for each ensemble
 - b. Work with ensemble chairs to figure out final results on the GOOGLE DOC
13. Once tally room is done:
 - a. Send out full results to all participating directors as attachments
 - i. By school
 - ii. By score
 - iii. By ensemble
 - iv. Thank everyone involved
 - b. Send out thank you to all adjudicators and college monitors
 - c. Score sheets are PDFed and sent to directors directly (state that if they want the actual score sheets to let you know)

Timeline of Responsibilities/Duties (cont.)

December:

January:

1. Reach out to Council Chairs to talk about any changes regarding all state auditions requirements for the following year
2. This is in preparation for the April meeting (All State Conference)

March/April:

1. Identify all top scoring students of each panel room
2. Identify all four year award recipients
3. Print certificates per the two templates on Word
4. Print out each list by each ensemble
5. Attend NH All State Festival Friday Evening
 - a. Present students with 4 year certificates and top scoring certificates
6. Attend NH All State Music Festival Concerts
 - a. List students for each ensemble that were top scorers and also four year award recipients
 - b. Mixed Chorus top scorers sing the National Anthem (12 students)

May:

1. Check with band, chorus, orchestra, and guitar chairs/committee chairs to make edits to any of the audition requirements material (this can be done right after the NHMEA Spring Conference in April)
2. Check on new rotation of audition material for the following school year
3. Revise and edit the Auditions Requirements document for the following school year and send to QuarterNotes editor
4. Send auditions requirements to Webmaster and also have them list:
 - a. Scales
 - b. Bach Choral Recordings
 - i. Full Chorale
 - ii. Highlight of SATB
 - iii. Without SATB
 - c. Melodic Sight Reading Examples
 - d. Rhythmic Sight Reading Examples
 - e. Guitar Sight Reading Examples
 - f. Guitar Scales
5. Begin to speak with potential adjudicators for All State Auditions
6. Verify date for following year's All State Auditions

June:

1. Continue to contact potential adjudicators for All State Auditions

2. Be sure to incorporate new adjudicators and rotate out other adjudicators accordingly

Direct reports (if applicable)

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

Approved by:	
Date approved:	
Reviewed:	