



## Job Description For MAAE's Annual Awards/Contests/Recognition

(July 1, 2024-June 30, 2025)

*Revisions - Approved Executive Committee - 5.31.24*

MAAE has an annual awards and recognition program and celebrates excellence in several different areas.

Learn more about each of the MAAE Awards and Contests at links below.

[MAAE Student Contests](#)

[MAAE Awards/Recognition](#)

MAAE's awards/contest coordinator shall be engaged to manage and oversee programming for MAAE's awards/contests and recognition.

**SCOPE OF SERVICES** - The MAAE Awards/Contest Coordinator shall provide the following services relating to the implementation of the project.

1. Serve as MAAE Awards Coordinator from July 1 - June 30 of the given fiscal year.
2. Work collaboratively with the Director of Public Policy, and others to plan, promote and implement plans for MAAE awards and recognition work in accordance with MAAE current fiscal year budget parameters.
3. Complete specific tasks related to MAAE's work in support of awards/contests and recognition as specified in the awards/contest [areas of responsibility](#).
4. Work collaboratively with others to engage in preliminary planning for the subsequent fiscal year's work in the area of awards/contests.

MAAE's **Awards/Contest Coordinator** is considered an independent contractor and is responsible for the payment of any income taxes. There are no health insurance benefits or employee tax withholding services associated with this contract.

**COMPENSATION FOR SERVICES** - The Stipend the MAAE Awards Coordinator will receive will be \$500. The stipend shall be awarded in one lump sum within 30 days of the completion of the project.

## **Responsibilities of the MAAE Awards-Contest Coordinator**

**Reporting** - The Director of Public Policy shall receive regular reports from the **Awards/Contest Coordinator**, regarding completion of tasks, and actions which occur in the course of the fulfillment of the project. The utilization of a shared [Task List](#) spreadsheet can be one of the ways that communication remains clear between all parties. These reports are to particularly include any incidents which may result in an insurance claim. Such incidents shall also be reported to MAAE's Executive Director via email. The Executive Director will forward all reports to MAAE's Executive Committee.

**Evaluation:** In accordance with [policy](#), an annual review of contracted staff will be conducted each December, and a recommendation to the Board of Directors to retain, or release contracted staff will be offered for approval by the Executive Committee in January.

**Transition Plan:** In accordance with [policy](#) (item 4 and 5), if applicable, letters of intent to retain a given contracted staff position will be offered in February. Contracted staff will inform the Executive Director of their decision to continue in the role for the coming fiscal year. If it is determined that the contracted staff position will be vacated, the current position holder will be asked to assist in the search and facilitate a transition.

**Expense Reimbursement** - MAAE Awards/Contest Coordinator will coordinate any expenditures with the Director of Public Policy. The Awards/Contest Coordinator will retain financial records and receipts for any transactions taken on behalf of MAAE. An invoice or request for reimbursement in accordance with [Staff reimbursement policy](#) incurred for the administration and implementation of the program is required before payments are made. *blank expense reimbursement forms* - [googledoc](#) • [pdf version](#)

## AREAS OF RESPONSIBILITY

**MAAE AWARDS/CONTEST PROGRAM** Working in conjunction with MAAE's Director of Public Policy, the Awards/Contest Program Coordinator will:

1. Refine evaluative criteria
  - a. Update the criteria on MAAE's award webpage.
  - b. Update the submission links.
  - c. Award criteria. Two letters of support for the nomination are to be secured and uploaded. Additional areas for consideration listed in addendum.
2. Revise Website pages as needed
3. Solicit Award nominations (newsletter, emails, social media)
4. Recruit a 3-4 person panel to review contest submissions
5. Recruit a 3-4 person panel to review award nominees
6. Facilitate the selection process.
  - a. Communicate with each nominator acknowledging receipt of nomination.
  - b. Communicate with each nominee ensuring their eligibility and willingness to accept the nomination.
  - c. Organize and prepare information for selection team review
  - d. Consider the Inclusion of a nominee component? - [link to form](#)
7. Communication - post selection
  - a. Inform winners of the selection, and awards ceremony event details. Encourage them to invite others (family, friends, admins, colleagues)
  - b. Also inform winners and other attendees of adjacent events: Senate Arts, YAM, Show-Me Arts, FAED in correspondence.
  - c. Inform those not selected of our plans to carry their nomination forward into the following awards cycle if they remain eligible for that award.
8. Post Selection Publicity
  - a. Manage various aspects of publicity for the current year's winner.
  - b. Collect winners' headshot, video acceptance, social media handles, media markets, biographical info and photos for publicity and for the creation of the Awards Powerpoint (to be used during awards ceremony) and video
  - c. Create awards Powerpoint/Slides to be used during the awards ceremony.
  - d. Create and publish awards video working in conjunction with the Director of Communications.
  - e. Collaborate with Fine Arts Education Day Coordinator about inclusion of awards information into the (digital) event program
  - f. Arrange for photographs to be taken during ceremony
  - g. Arrange for Photographs/interviews after the ceremony
  - h. Place Winners names and info on MAAE website
  - i. Place Winners names and info into newsletter

- j. Publicize Winners via social media
  - k. Create/Distribute press releases for Winners
9. PREP FOR AWARDS CEREMONY
- a. Prepare for presentations - choose presenters - invite and secure
  - b. Write presentation script
  - c. Create virtual awards video
  - d. Order physical awards
  - e. Prepare certificates

**OTHER RECOGNITION**

10. TEACHER OF THE YEAR PROGRAM recognition - [Details](#)  
*Note this work has previously been performed by the executive director, and there is a desire to shift these responsibilities to the awards/contest coordinator.*
11. NEW 2024 - Recognize/Amplify Arts Educators who received honors from member orgs. (i.e. MAEA, MMEA, MO Thespians have Outstanding (arts) Educator Awards.

MAAE's Awards/Contest Coordinator will also gain access to several tools to enable them to complete the tasks outlined above such as Canva, Mailjet, Internal Board Work, Website, and more as needed.