

NHMEA Position Description Common Template

Job title	<i>Treble Choir Manager</i>
Reports to	<i>Choral Council Chair/All State Chairperson</i>

Type of Position

___x_ Appointed ____ 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:

- Hiring conductors of the All State Music Festival
- Hiring accompanist for the All State Music Festival
- Making Rehearsal Tracks
- Distribution of Music
- Coordinating and assembling Treble Choir Committee
- Assisting with All State Vocal Auditions

Timeline of Responsibilities/Duties

July-August:

- Executive Board Meeting

September:

October:

- All Member Meeting

November:

- All State Auditions
- Tally

Timeline of Responsibilities/Duties (cont.)

December:

- Assemble Folders and Spreadsheet of Audition Results

January:

- Distribute folders at Chamber Festival
- All State Planning Meeting

February:

- Hire a Conductor for the following year
- Formalize program for following year

March:

- All State Planning Meeting

April:

- Coordinate with Mixed Choir Chair in terms of audition material for following year
- Manage Treble Choir
- Choral Council Meeting- Present program for council approval

May:

June:

Direct reports (if applicable)

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

Approved by:	
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Date approved:	
Reviewed:	