

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

Type of Position

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

Nominee/appointee should have had experience working with an orchestra and should have extensive knowledge of how strings, woodwinds, brass, and percussion function in an orchestra

Duties and responsibilities

The primary job duties and responsibilities are:

1. Attend 3 full executive board meetings (you are welcome to attend all of them)
2. Choose a conductor for the All State Orchestra (usually 1-2 years in advance); once chosen bring name/bio to All State Orchestra chair where it is brought forward to the executive board
3. Working with the chosen conductor to choose a program for the All State Orchestra (usually 2-3 pieces; 20-25 minutes of repertoire)
4. Bringing the chosen program to the string council for approval; once approved bring the chosen program to the All State Festival chair where it is brought forward to the executive board
5. Attend All State Auditions tally meeting (same day as auditions); seat students in string sections and place wind/brass/percussionists amongst the band/orchestra according to repertoire, needs, etc.
6. Sort and put music into folders for all students in the orchestra; bring folders to chamber festival in January and sort and distribute to directors
7. Prior to the All State Festival:
 1. Gather names and contact possibly orchestra committee members
 2. organize schedules for the students
 3. be sure conductors are set on arrival times, accommodations, transportation, etc.
 4. organize needed equipment at rehearsal site
 5. organize transport of instruments to performance site
8. Attend All State Festival in March/April:
 1. Get to rehearsal site early to set up ensemble set up and meet conductor
 2. Organize re-auditions and move seating if necessary
 3. Supervise at all rehearsals and be sure that students/conductor get adequate breaks, meals, etc. Be sure students are on the buses to and from the rehearsal sites if necessary
 4. Attend managers/conductors reception; introduce conductor
 5. Be sure concert day details are set; introduce conductor before concert begin

Timeline of Responsibilities/Duties

July-August:

1. Solidify conductor for next year's festival
2. Solidfy program for next year's festival
3. Submit name of conductor/program to All State Orchestra Chair

September:

1. Conductor and program get approved/modified by NHMEA Executive Board

October:

1. Investigate if music for program is in the NHMEA library; if not, determine how it will be purchased
2. Communicate with All State Festival Chair on music needs, conductor needs (airfare, transportation, etc.)

November:

1. Attend All State Auditions/Tally meeting
2. Order music for all state program if necessary
3. Conference with conductor about any cuts, changes, bowing issues in parts

December:

1. Organize student folders to be distributed to students at Chamber Festival (January)

January:

1. Attend one of the required executive board meetings (at Chamber Festival)
2. Attend Chamber Festival and distribute student folders to directors

February:

March:

1. Final meeting with conductor?

April:

1. All State Festival (see above)

May:

1. Contact conductors for next year's festival (perhaps already done)

June:

Direct reports (if applicable)

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

1. All State Orchestra committee members

Approved by:	
Date approved:	
Reviewed:	