

JOB DESCRIPTION
EXECUTIVE DIRECTOR, IOWA HIGH SCHOOL MUSIC ASSOCIATION

TITLE: Executive Director of the Iowa High School Music Association

EMPLOYMENT OBJECTIVE: Provide leadership, support and services to high school music education and activities throughout the State of Iowa as approved by the Executive Committee.

QUALIFICATIONS:

1. Bachelor's Degree required, Master's Degree preferred.
2. Strong music background (instrumental-vocal).
3. Ability to organize and work with others.
4. Ability to make effective public presentations, written and oral, and to develop and maintain positive relations with school personnel, media and the public at all levels.
5. Ability to foresee needs and initiate programs to serve the needs of the IHSMA membership.
6. Ability to administer and develop new programs.
7. Strong interpersonal skills with a demonstrated ability to utilize good judgment and tact as required. Possesses ability to execute significant events and make decisions under pressure; maintains high levels of personal and professional integrity in all situations.
8. Computer skills and ability to navigate multiple computer programs is required.

REPORTS TO: Executive Committee

BASIC FUNCTION: Function as Chief Executive Officer of the IHSMA Executive Committee and provide general supervision and leadership in all aspects of Association operations.

PERFORMANCE RESPONSIBILITIES:

- Oversee the duties of the office Administrative Assistant and other IHSAA support staff assisting with IHSMA duties
- Secure host sites for the Marching Band Festival, All-State Auditions, Show-Jazz Choir/Jazz Band Festivals, Solo/Small Ensemble Festival and Large Group Festival
- Recruit and employ adjudicators required by all festivals
- Oversee the Adjudicator Certification process

- Train adjudicators to utilize online adjudication tools
- Attend to payment of adjudicator and site expenses for each festival
- Develop Manager's Handbooks for each festival
- Respond to concerns expressed by administrators and music directors
- Attend conferences and conventions of IBA, ICDA, ISTA and National Federation
- Coordinate efforts of IBA, ISTA and ICDA committees which effect Association festivals
- Advise the Executive Committee of their legal responsibilities and interprets legislation relevant to Music Association activities
- Attend to the computer scheduling for the Solo/Small Ensemble Festival
- Attend to a majority of the correspondence for the Association
- Develop a budget that reflects financial security and reason
- Oversee the printing of the Fall and Spring Bulletin, All-State Festival program, registration forms and other printed materials required by festivals
- Select Marching Bands for state football playoffs and soloists/ensembles to perform National Anthem at state wrestling and basketball tournaments
- Respond to eligibility concerns as they arise
- Serve as the Festival Director for the All-State Music Festival. Those responsibilities include but are not limited to:
 - a. Vet, submit for approval, and contract festival conductors
 - b. Arrange for rehearsal and concert facilities
 - c. Assign schools to motels and secure lodging for conductors, board, and other dignitaries
 - d. Arrange transportation for students
 - e. Arrange eating facilities for students
 - f. Coordinate efforts of Band Chair, Chorus Chair, and Orchestra chair
 - g. Order all music
 - h. Folder band and orchestra music and distribute to audition sites
 - i. Approve event expenditures and ensure timely payment of invoices
 - j. Collaborate with ISU ticketing, plan complimentary seating, and coordinate ticket sales and promotion
 - k. Accommodate and coordinate Teacher Tenure Awards and National Federation Awards

An important aspect of this position is the need to retain a positive and professional relationship with the IHSAA personnel (e.g. coordinating the printing needs of IHSMA with the IHSAA staff will be important).

EMPLOYMENT: 12-month contract beginning on July 1, 2023.

SALARY AND BENEFITS: To be set annually by the Executive Committee of the Iowa High School Music Association.

EVALUATION: Conducted annually in closed session with the Executive Committee of the Iowa High School Music Association.

Timeline:

Open Application process - November 1, 2022

Close Application process - November 30, 2022

Applicants advised of status in late December, early January

Conduct Interviews - January 26, 2023 (Snow Date: February 2, 2023)

Offer contract - Early February, 2023

New Executive Director begins, July 1, 2023