

MMEA JOB DESCRIPTION APPENDIX A AUDITIONS FACILITATOR

2008-2009 Stipend: \$2,850

The role of the MMEA AUDITIONS FACILITATOR is to facilitate all technical aspects of running the All-State Audition process.

The MMEA Auditions Facilitator will be responsible for the following:

Pre-Audition Registration Work:

- Prepare each district code, password and audition time list
- Add new schools to district list with codes and passwords
- Print out labels for each school in each district with code, password, and audition time
- Update the "Online All-State Registration" document of instructions with dates for starting, ending and late fees
- Put a packet together for each districts audition coordinator to be given to all district chairs at the November MMEA Board of Directors Meeting.

Once the "Online Registration" is Activated:

- Monitor the "on line registration" web pages for correctness
- Download the MENC membership database the first of each month to facilitate secure entry to the registration site.
- Respond to daily e-mails assisting directors in the on-line registration process
- Contact district auditions coordinators with All-State recommendation problems
- Secure and coordinate tabulators for the audition day

Once the "Online Registration" is Closed:

- Receive database from Web Site facilitator
- Scan Data entry for correctness
- Create matrix for flow charts: vocal, strings, jazz, winds/percussion
- Print school registration check off lists
- Print student labels for audition forms
- Prepare labels, lists and check in envelopes for Auditions Coordinator one week prior to auditions
- Prepare the "Online Festival Registration" document that will be included in each school results packet
- Print mailing labels for each participating school and attach them to the results mailing envelopes along with return address and tab room id. Label.

Audition Day:

- Work with the Auditions Coordinator in briefing all of the adjudicators on procedures and answer any questions about the scoring and tabulation.
- Set up the tabulation room computers with the “online tabulation” url and assign the tabulators the forms they will work on and outline their procedures to follow.
- Set up the “results” room with mailing envelopes for each school
- Work with all of the Managers of each group about the day ending process in the tabulation room for results
- Prepare a “Procedure Process” document and information for all managers in order to complete the tabulation process.

Post Audition Day:

- The Auditions Facilitator will take all school mailing packets home and mail them Monday morning following auditions after checking the database for any possible errors or omissions
- Check with the web site facilitator on the “online festival registration”
- Monitor festival registration after the deadline for its completeness

Other:

- Send written reports to the September and March MMEA Board Meetings.
- Attend and report at the November and January MMEA Board Meetings.
- Visit the Auditions Host Site and do a base check for tabulation room set up
- Communicate with Auditions Host as needed