



PPMTA Job Descriptions

If you get the opportunity, volunteer to hold a board position or be part of a festival committee. It's great experience, great fun, and PPMTA needs YOUR expertise

Festival Chairperson

***Job Summary:** Coordinates festival activities from planning stage through final report.*

Essential Functions:

- Follows all Standing Rules regarding festivals.
- Coordinates festival locations, dates, and times with VP/Student Activities.
- Provides Handbook Editor with description of festival, entry form, and any other information by August 1 deadline.
- Attends Board Meetings prior to festival to keep Board apprised of progress/problems. Attends first Board Meeting after festival with summary and written final report.
- Confirms membership is active for each teacher participating in the festival – returns any entry forms with cover letter explaining reason for return/ineligibility.
- Schedules students for audition/recital times and forwards this information to appropriate teachers.
- Hires judges, submits check requests to Treasurer, and gives checks to judges (\$50/hour; \$100 minimum if judging less than 2 hours).
- Assesses and collects student entry fees (\$20 non-competitive events; \$30 competitive events) and submits to Treasurer with a requisition for deposit.
- Prepares all related documentation (entry forms, adjudication forms, programs, room rosters, teacher job assignments, etc.); includes "PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association" on all programs.
- Gives three sets of programs to the PPMTA VP/Student Activities along with any music release forms from the festival.
- Prepares final accounting report for all festival expenses/income and forwards to treasurer with receipts, communicates outcome to board and general membership.