

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 Website Manager with description of festival, sample entry form, and any other information by August 1 deadline.
- If requested, attends Board Meetings prior to festival to inform Board of progress/problems.
- Attends first Board Meeting after festival with summary and written final report. Communicates outcome to board and general membership. Emails the written festival report to the PPMTA Treasurer for approval prior to emailing the report to the President and VP for Student Activities.
- Confirms membership is active for each teacher participating in the festival. Utilizes the TenutoWeb system for registration, scheduling, and sending audition schedules to teachers. Most teachers will pay entry fees online on TenutoWeb. Receives any other entry fee checks and submits to Treasurer with a requisition form for deposit. The entry fee for Non-Competitive Festivals is \$20. The entry fees for the Competitive Festival are \$30 for a solo entry and \$20 for each ensemble participant. Non-member teachers pay a \$25 fee to be able to enter students in a festival. Students of a non-member teacher pay one and one-half times the regular entry fee. Receives all Festival Agreement Forms and Music Release Forms.
- Hires judges, submits check requests to Treasurer, and gives checks to judges (\$50/hour; \$100 minimum if judging less than 2 hours). Standby judges will be paid a fee of \$50; if the standby judge is used in the festival, they will be paid the regular judging hourly rate plus the standby fee.
- Prepares/edits for TenutoWeb all related documentation: entry forms, adjudication forms, room rosters, programs. All programs must include "PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association."
- Emails an electronic copy of each recital program to the PPMTA President and PPMTA VP for Student Activities. Any music release forms from the festival will be given to the PPMTA VP for Student Activities to keep for one year.