

# **OPERATIONS TEAM JOB DESCRIPTIONS**

## **Director of Music & Performance**

Duties and responsibilities include:

- Serves as chairman of the District Music and Performance Committee.
- Organization of all music activities in the district that will improve and expand the musical knowledge and performance abilities of the membership.
- Quartet and Chorus coaching programs, including music coaches guilds and music and performance coach training.
- Develops and administers performance evaluation programs for quartets and choruses.
- Plans and coordinates District Music Education Schools.
- Coordinates all Society Music representative visits to the District.
- Communicates with local music educators and develops student participation in college and high school quartet contests.
- Coordinates, with the Director of Events, all arrangements for the annual District Mini-HEP Schools, making arrangements for faculty and classes offered.
- District liaison with Society Music & Performance Committee.
- Participates in training carried out by the Society Music & Performance Committee.

## **Director of Chorus Director Development**

Duties and responsibilities include:

- Serves as Chairman of the District Chorus Director Development Committee.
- Promoting, administering and recruiting participants for Chorus Directors Workshop Intensive (CDWI), chorus director training and certification.
- Recruits and develops District faculty for chorus director training and teaching materials.
- Recruit CDWI trainers for certification.
- Coordinates all functions of chorus director recruitment and training in the District.
- Maintain records on director certification and director development programs.
- District liaison with the Society Chorus Director Development Committee.
- Develops an effective chorus directors guild in the District and chair its meetings.
- Participate in training carried out by the Society Chorus Director Development Committee.

## **Director of Marketing & Public Relations**

Duties and responsibilities include:

- Serves as Chairman of the District Marketing and Public Relations Committee.
- Ensures the District, its Chapters and its Quartets have marketing image and awareness building tools to increase market penetration.
- Provides program and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment.
- Provide guidelines to chapters for improving public awareness and appreciation of the Society through support of the unified service projects and local charities.

- Promotes the sale and distribution of Society merchandise.
- District liaison with the Society Marketing and Public Relations Committee.
- Participates in training carried out by the Society Marketing Public Relations Committee.

### **Director of Contest and Judging**

Duties and responsibilities include:

- Serves as Chairman of the District Contest & Judging Committee.
- Communicates and coordinates Society Contest and Judging policy within the District.
- Organizes and administers all contest judging activities within the District.
- Communicates with all potential contestants in Division and District contests.
- Promotes and handles all applications for judging candidates and schedules practice panels.
- Works with Director of Events to ensure contest venues have suitable sound and lighting.
- Attends Society C&J meetings as required.
- District liaison with the Society C&J Committee.
- Participates in training carried out by the Society C&J Committee.

### **Director of Events**

Duties and responsibilities include:

- Serves as Chairman of the District Events Committee.
- Responsible for the effective planning, budgeting, site selection and operation of Spring and Fall Conventions, Division Contest/Festivals and alternatives to competition.
- In concert with other Functional Directors and/or Committees, assist in the site selection, contract negotiation, planning and budgeting of other events conducted within the District.
- Provides interpretation of Society regulations as they apply to conventions.
- Assures District Convention manuals are up-to-date and Society contest sound and lighting systems guidelines are followed.
- Maintains convention history file on past and potential convention sites.
- District liaison with the Society Events Committee, and when necessary, the Society External Affairs Committee.
- Participates in training carried out by the Society Events Committee.

### **Director of Membership Development**

Duties and responsibilities include:

- Serves as Chairman of the District Membership Development Committee.
- Provides inspiration and ideas to District Chapters for membership recruitment and retention of existing members.
- Develops and implements programs that will stimulate target-marketed members to join the Society and District Chapters.
- Effective communication and promotion of District activities through regular distributed District and Chapter bulletins.
- Seeks out new extension sites for new chapters within the District.
- District liaison with the Society Membership Development Committee.
- Participates in training carried out by the Society Membership Committee.

### **Director of Leadership Training (CSLT)**

Duties and responsibilities include:

- Coordination, implementation and monitoring of training programs for District Officers, Functional Directors and Chapter Counselors.
- Coordinates and assists the Society CSLT Committee and its COTS subcommittee with managing Chapter Operations Training Seminars in the District.
- District Liaison with the Society CSLT Committee.
- Working with the Division Vice Presidents to coordinate the recruitment and training of potential Chapter Counselors and Chapter Counselor trainers.
- Disseminating related Chapter Counselor training materials to Division Vice Presidents for further distribution to Chapter Counselors.
- Participates in training carried out by the Society CSLT Committee.

### **Director of Young Men in Harmony**

Duties and responsibilities include:

- Serves as Chairman of the District Young Men in Harmony Committee.
- Responsible for all District supported youth activities and services within the district, which are intended to improve and expand the musical knowledge and performance abilities of school and college-aged young men.
- Fostering and assisting in the establishment of groups of harmony singers at local schools & universities as an integral part of the schools music curriculum, by working through local chapter representatives, school administrators and educators.
- Identifying and suggesting performance opportunities to groups of student harmony singers within the District, including; festivals, workshops, clinics, shows and contests.
- Assisting music educators in developing, primarily within young men, a sense of singing as a life-long activity.
- Assisting Chapters in establishing Young Men in Harmony Programs and Chapter teams in working with local school administrators and music educators to establish harmony singing groups, as requested.
- Identifying and encouraging others within the district to seek out youth education opportunities that can be organized and/or supported by the District, individual Chapters and the District Young Men in Harmony team.
- Organizing, staffing and operating the annual youth activities, Harmony Camps and other events at the Division and District levels.
- Establishing and effectively managing the District YMIH budget.
- Effectively communicating with chapter Young Men in Harmony representatives, through the District newsletter and other mailings, as necessary, the status, plans and activities of the Districts youth activities programs.
- Coordination with the Director of Music & Performance, all visits of Society music representatives to the District to ensure attention to the youth programs.