

EXHIBIT A

MMEA JOB DESCRIPTION APPENDIX A AUDITIONS COORDINATOR

The role of the MMEA AUDITIONS COORDINATOR is to be the “point person” for all questions concerning the Auditions Process for MMEA Members.

The MMEA Auditions Coordinator will be responsible for the following:

- Answer a variety of e-mails from parents, teachers, and students concerning All-State Audition requirements—especially in the Fall.
- Work in close contact via e-mail and voice mail with the Auditions Facilitator and the All-State Concert Chair.
- Check to see that all audition pieces are in print prior to the May meeting and check again once the list has been posted in July.
- Review Audition Forms and make sure there are enough copies each year. Also have additional copies on site during the Audition day.
- Organize individual school envelopes prior to Audition Day.
- Attend All-State Concert Committee meetings and provide information as is required by the committee concerning the audition process.
- Coordinate all materials that need to be published on the MMEA web site and work closely with the MMEA webmaster and Auditions Facilitator to see that all materials are published in a timely manner.
- Secure and hire all All-State Auditions Adjudicators. Keep a running list of adjudicators with comments each year to present to the Board of Directors for approval.
- Order all music for the All-State Concert as well as order copies of the audition music for the adjudicators.
- Run a Pre-Audition meeting in conjunction with the Auditions Facilitator for adjudicators.
- Manage with Auditions Host and Managers the steady flow and pick up of student audition forms to facilitate the integrity and continuous flow of tabulation during the day
- Attend MMEA Board of Director Meetings in November and January to update Board on Auditions Process. If necessary, attend September, March, and May meetings at the request of the Board of Directors for information.