

DIRECTOR, AUDITIONS

The Director of Auditions is the coordinator of band, choral, orchestra, and jazz band auditions and is a voting member of NMEA's Board of Directors. The term of office is three years.

General Responsibilities

- Advise the Board of Directors on all audition activities
- Work closely with the band, choral, and orchestra directors on ensemble activities
- Submit an article for the *Nebraska Music Educator* on a rotational basis
- Coordinate the auditions for the state music clinic groups
- Attend all board meetings
- Utilize a committee (as Chair) for various functions of the auditions process

Specific Responsibilities

January/February

1. Contact all judges for state clinic auditions to thank for past work
2. Schedule/contract judges for all areas of auditions
3. Announce audition date (week 14 of the NSAA Calendar)
4. Check for potential conflicts (ACT/SAT test dates)
5. Update changes in audition procedures as voted on by the Board
6. Article for the March issue of the *Nebraska Music Educator* due **January 10**
 - A. Title article
 - B. Typed and double spaced
 - C. Send to editor
 - D. Include in article:
 - Deadline for entries
 - Any changes from previous years
 - Audition dates
7. Contact directors of band and orchestra and jazz coordinator for scale, rudiment and excerpt requirements
8. Process and post scales and etudes for upcoming auditions cycle
9. Remind directors that all materials appear on NMEA's website and in *High Notes* emails
10. Remind the president-elect to schedule an auditions meeting during the Conference/In-Service Clinic
11. Attend all Board meetings as scheduled

April/May

1. Inform board and membership of any changes in audition procedures/format
2. Contact auditions company (OPUS) for changes in the auditions web portal or procedure/format
3. Prepare any changes in the audition manual
4. Article for the July issue of the *Nebraska Music Educator* due May **10**

June/July

1. Prepare all remaining audition materials to be posted on the NMEA website in early August

2. Finalize audition manuals for website publication
3. Contact auditions company (OPUS) to finalize any changes in the auditions web portal

August

1. Article for the October issue of the *Nebraska Music Educator* due **August 10**. NOTE: In the last year of office, this is the FINAL article to be written, with the successor writing for the March issue
2. Monitor auditions site, track progress, help membership with issues

September

1. Remind director of choral affairs to create audition cut mp3s for membership distribution
2. Confirm all judges and remind them of dates and duties
3. Prepare OneDrive/Dropbox folder with judges information, quota information, remuneration forms, scales, excerpts and etudes to be sent/shared to each adjudicator
 - Note...try to pick scales for each instrument that would show the judges range and technique. This seemed to help in the area of clarinet and flute especially
4. Set up date with ensemble directors for results dissemination

October

1. Monitor auditions website during week of auditions to track progress and solve potential problems
2. When auditions window closes contact auditions company to release audition files to judging panel
3. Distribute all audition results after judging deadline
 - Export all results and sort by group
 - Send all results to appropriate chairs
4. Coordinate with chairs of all groups and disseminate results of judging. Determine students of 'shared groups.' This may be done via conference call or live meeting.
5. Post results of auditions privately via email to directors and publicly to NMEA website 48 hours later.

November

1. Prepare a report to be presented at the annual Conference/In-Service Clinic.
2. Prepare an agenda for auditions meeting to be held at the Conference/In-Service Clinic.
3. Determine changes for next year's audition format.

December

1. Article for the March issue of the *Nebraska Music Educator* due **January 10**.