



June 21, 2022

Your Region 13 Convention Team needs YOU!

The Competition Coordinator (CC) position is open for our 2023 Regional Convention. This position starts in the fall of 2022 and continues through the 2023 convention week in the spring, with some wrap-up duties after the convention. Summers are off!

The general job description is outlined below. If you are interested in this fun and rewarding position, please review and then fill out the *RMT & Resource Staff Application*, which can be [found here](#).

Please contact me with questions or to volunteer!

*Submitted by Jody Allen,
Region 13 Chair of the Regional Convention (CRC)
luvs2sing56@hotmail.com / 509-218-4799*



Competition Coordinator Job Description

Appointed by: International, on the recommendation of the Chair of the Regional Convention (CRC)

Reports to: Chair of the Regional Convention (CRC)

Term: 1 year appointment

Responsibilities and duties:

The Competition Coordinator is responsible for coordinating all aspects of the Regional Quartet and Chorus Contests. She works with the Chair of the Regional Convention and all Convention Team members; Official Panel Liaison (OPL), Communications Chair and Facility Event Specialist. She assigns a Competition Assistant to help with all competition items. Maintains records, budget information and trains her successor.

- Along with the CRC and the Facility Event Specialist, she participates in the inspections and selection of the competition facilities.

- curtain movement.
- Determines the riser configuration.
- Coordinates with the Panel Chair for a time for the sound check, briefings and inspection.
- Makes arrangements for video and audio recording of the contests which includes providing the recording media needed.
- Sends the master recordings to International headquarters within two weeks following Convention weekend.
- Makes arrangements for the quartet and chorus contest webcast, including appointing a Webcast Chair.
- Conducts the quartet and chorus director briefings.
- Collects list of competing members forms from all competing choruses at the briefing. Gives the lists to the Panel Secretary.
- Collects cue sheets from the Open Division contestants at the briefing and makes copies for the judging panel, etc.
- Finalizes all arrangements for the traffic patterns, traffic pattern schedules, sound, lighting and photography.
- Sends traffic patterns, plus schedules, to the Panel Chair for approval after the initial order of appearance is sent from International headquarters.
- Meets with the Panel Chair on Thursday evening or Friday morning of Convention week to verify and distribute judging packets and panel secretary supplies received from International headquarters.
- Works with TicketsWest for single event ticket sales the day of each contest.
- Communicates with Ovation about performing after the quartet contest.
- Selects the emcees and awards presenters for both contests.
- Ensures that information on the first place quartet and chorus, the first place Division A and Division AA winners are sent to International headquarters for publication in the Pitch Pipe. The form is sent from International.
- Completes International reports as designated by International.

Position expectations:

- Strong computer, organizational, administrative and leadership skills.
- Excellent communication and interpersonal skills.
- Ability to make decisions as well as delegate responsibility. Ability to manage and stay on top of meeting deadlines and working with varying personalities.
- Attend monthly Convention Team Meetings via Zoom plus two live meetings.

Help Wanted on the Region 13 Education Team

The Education Team is seeking individuals to support the delivery of education to our membership. This well-established team of educators and facilitators are looking for ways to involve more people to support the workload and spark new and innovative ideas.

- **Associate RMT member / shadow Education Coordinator:** Individuals who may be interested in serving on the RMT get a glimpse into the specific role. Terms for serving as Education Coordinator are limited and we are looking to fill this shadowing role annually starting in 2023. This is a one-year commitment.
- **2025 Area School Education Event Project Specialist (2023 shadow / 2024-2025 full role):** Assigned to a specific year of events. Shadow works with the current specialist to learn the planning and coordination involved to transition into leading the next series of events in 2025. Two-year commitment.

staff from the education, events, and communication teams to ensure a successful virtual event. One year commitment.

- **Other resources staff, shadowing, and support roles are available.** Contact Shelly Pardis if you are interested in learning more.

*Submitted by Shelly Pardis,
Region 13 Education Coordinator
spardis950@gmail.com*

PEP: Preparing for Exceptional Performances

Does your chorus want coaching? What about getting some help with your membership plan? Or a training session for your section leaders? All of these and more are **FREE** through the PEP program.

Now is the time to plan your PEP visit for 2022-23! [You can find a PEP Packet here with more information and an application.](#) Then just follow the directions at the bottom of the form to submit your application.



*submitted by Debra Aungst,
Faculty Facilitation Specialist*



The Region 13 Management Team is looking for women to fill a variety of jobs in our region. Some are "one and done" positions, others are short-term spots, and still others are for a two-year position.

Featured Resource Staff Openings:

- First, see above!
- Associate Regional Management Team Member
- Director Certification Program (DCP) Coordinator
- Director Mentoring Program Coordinator
- Facility Acquisition Specialist
- Finance Assistant
- Social Media Administrator
- Team Administrative Assistant

open positions, read the details of each position, and take a few moments to read the detailed job descriptions you are interested in, as well as access application and reference forms.

*Submitted by Sandy Smith
Region 13 Communications Coordinator*

*“A leader takes people where they want to go.
A great leader takes people where they don't
necessarily want to go, but ought to be.”
~ Roselynn Carter ~*

REGION 13 WEBSITE
sairegion13.org

CHANGE / UPDATE / ADD MEMBERSHIP INFORMATION
Please send your name and preferred email to: eblastupdate@sairegion13.org