

Job Description: Computer Operator

General Duties

To enter data which allows production of the information for the Scheduler, for the Festival program, Adjudicator Sheets, Scribe Grade Sheets, Certificates and other reports that facilitate the work of the Festival Secretary, the Scheduler and other members of the Camrose and District Music Festival.

Specific Duties listed by Time of Year

Enter Festival Dates:

1. Enter the festival dates into the computer program.
2. Delete group entries from participants.

When Syllabus is ready:

1. Add any new classes into the syllabus in the computer program.
2. Make any class revisions, deletions necessary

Week One after Entries Close:

1. Obtain from the Festival Secretary and/or Schedule Coordinator any special messages that should accompany the return of Teachers' Entrant Lists, e.g., advising when an entrant has been moved up a class level because he or she won the "lower " class the previous year. (*The Festival Secretary has been doing this.*)
2. Obtain the entry cards from the Festival Secretary and:
 - a) record relevant data into the computer program
 - b) provide a print-out for proof-reading (titles and composer) by the Festival Secretary
 - c) produce lists and deliver to the Scheduler
 - 1) sort by discipline
 - 2) sort by class number
 - 3) sort by entrant name and number
 - 4) schedule report
 - d) deliver the lists and entry cards to the Scheduler

Week Four after Entries Close:

1. Enter Festival Schedule data into the computer program
2. Provide a print-out for proof-reading by the Scheduler