

FESTIVAL SECRETARY JOB DESCRIPTION – Short form

General Duties

1. Maintain a permanent file of committee reports, award winners, Festival Programs, Grand Concert programs and all statistics.
2. Contact person for the Provincial festival organization, name listed in Syllabus
3. Review minutes for items to be discussed at local festival meetings.
4. Review all job descriptions and make sure each Committee member has a copy of his /her current job description

Seasonal Duties

October/November

1. Arrange for syllabus distribution when AMFA syllabus is available (late October).
2. Revise the entry forms and arrange for them to be printed and distributed.
3. Arrange for review of Dance Syllabus guidelines
4. Prepare items for the festival newsletter and send to Publicity Chairperson or other designated person for formatting.
5. Send all above forms to the webmaster for uploading to www.camrosemusicfestival.ca

January/February (before entries close)

1. Answer questions re appropriate classes to enter
2. Create new classes where appropriate classes don't exist.

Week one after entries close (9 weeks before festival)

1. Check all entries for fees, appropriateness, accuracy, correct spelling etc. before handing them over to the computer operator.
2. Prepare lists of entrants not eligible for awards, special messages re: entries.
3. Prepare for the scheduler a list of students in multi disciplines and the classes they have entered.
4. 3. Order certificates from Camrose Booster (as needed) and buy gold seals
5. Arrange for printing of the program.

Weeks two & three (four)

1. Cross-check the computer print-outs of entries and classes against the original entry forms. When accurate, give them to the scheduler (*two 3-hour sessions for 2 people*)
2. Be on call for questions from the Scheduler.
3. Carefully check the first computer draft of the schedule for errors and scheduling conflicts. Along with the scheduler, revise where necessary

(Computer print-out materials need to be ready for the schedulers by February 13)