

# Job Description: Computer Operator

January 2013

## 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

3. "Conflict check" table of entrants arranged alphabetically and by performance days/times:
  - a) print a copy and deliver to the Scheduler
  - b) print a second copy, with any changes made by the Scheduler and deliver to the Festival Secretary
4. Prepare and print the Volunteer Schedule (showing times, venues, and disciplines) and deliver to the Festival Secretary (*The Volunteer Chairpersons have been doing this manually.*)

Week Five after Entries Close:

1. Prepare and print Festival at a Glance for inclusion in the Program.
2. Print a copy of the program and deliver to the Festival Secretary for publishing.
3. Print program pages of Dance, School Band, School Music, and the Speech Arts Group classes; and second copies of the School Band, School Music, and Speech Arts Group discipline tables originally prepared for the Scheduler. Deliver this information to the Festival Secretary. (Not done.)

Week Six after Entries Close:

1. Email the Teachers' Entrant Lists, ensuring that all special notes received from the Festival Secretary have been included. Sorted by teacher.
- 1.5 When the schedule and program is finalized, e-mail the teachers the times of their student's performances. Send a hard copy to those teachers without e-mail. Also e-mail any participants that have e-mail. Participants without e-mail addresses will get their times from their teachers.
2. Prepare the Program pages for the scribes, without the introductory pages and providing lines for the entrants' marks.
3. Print certificates as follows:
  - One for each solo entry,
  - Two for each duet entry, including German Lieder,
  - Three of each trio entry,
  - Four for each quartet,
  - One for each larger group entry.
4. Print adjudication sheets, including two for each German Lieder entry. (One for each entry.)

May 2006