

FESTIVAL SECRETARY JOB DESCRIPTION – Short form

Revised January 2013

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
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.

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. Order sufficient certificates and gold seals
5. Arrange for printing of the program.

Weeks two & three

Prepare for the program the pages of the program that do not involve scheduling
(This has been done by the computer operator in recent years.)

Weeks 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
2. Be on call for questions from the Scheduler.
3. Carefully check the first computer draft of the program for errors and scheduling conflicts. Along with the scheduler, revise where necessary.

Week five

Deliver the copy-ready program to the printer and arrange to have programs picked up.

Week six

Prepare for the Volunteer Chairperson copies of job descriptions for Location Supervisor, Adjudicator Secretary, Doorkeeper and Marshal for each venue.

Weeks seven & eight

. Prepare material packets for each venue –secretary binder with job descriptions and applicable program pages, adjudication sheets, certificates, gold seals, pens, pencils etc., programs for each volunteer with all program changes marked, money boxes.

Festival Week

1. Attend as many events as possible. Be available to assist with any problems.
2. Receive the marks daily and get them to the awards chairperson.*(At present we do not enter them into the computer.)*
3. Receive Venue bags after sessions and reorganize them for the next sessions.
4. Attend meetings called by the president

After the Festival

1. Prepare statistical forms and other information as requested by the Provincial association.
2. Review job description and make necessary changes.
3. Prepare a written report for the annual meeting.