

## SCHEDULE COORDINATOR (Short Form)

### GENERAL DUTIES

A. Be responsible for scheduling all classes in the Festival.

### SPECIFIC DUTIES

**WEEK TWO AFTER ENTRIES CLOSE or as soon as entry information is available:**

1. Obtain from the Computer Operator for each discipline, a list of all entrants
2. Estimate the number of sessions required for each discipline.
3. Using the schedule outline as a guide to prepare a tentative schedule for the current festival.
4. As soon as confirmed, inform the facilities coordinator of the days and times each venue will be required.

### WEEK TWO AFTER ENTRIES CLOSE

(Or as soon as ready)

1. Obtain from the Computer Operator (or Festival Secretary) the following forms and printouts *.(They will have been checked for accuracy and completeness by the Festival secretary.)*
  - a. the entry forms, which will be used for reference during scheduling
  - b. a summary of entries **by Class #** within each discipline
  - c. a summary of entries report arranged **by entrant's last name** This will be useful in checking for possible timetable conflicts.
  - d. 2 copies of the Class tally by section (One for cutting, one for reference)
  - e. a list of students , teachers and accompanists who have possible scheduling conflicts.  
Be aware of school teachers, who have entrants in School Band, School Music, and Speech Arts Groups. .
  - f. the previous year's table of the number of entries and sessions.
  - g. Copies of the Provincial Syllabus, Dance Syllabus and Local Addenda.  
(These are now on the festival website: [camrosemusicfestival.ca](http://camrosemusicfestival.ca))
2. Schedule all classes. In recent years people have assisted in the following areas:
  - a. Piano and Strings
  - b. Dance,
  - c. Voice
3. Make notes and advise the Computer Operator of any messages that should accompany the return of the Teachers' Entrant Lists. e.g.:
  - a. when and where Piano Quick Study music may be picked up
  - b. an entrant who won a class the previous year cannot enter that class in the current year and has therefore been advanced one class level. *(This information will probably have already been communicated to the teacher(s) by the festival Secretary.)*

### **WEEK THREE AFTER ENTRIES CLOSE**

With the appropriate assistants:

- a. Create the master schedule indicating the time for every class, and adding a break during every session
  - i. When more than one class is indicated for the same time at a given venue, list the classes in the intended performance order.
  - ii. Within each class, list entrants in the intended performance order.
- b. Check the entire schedule for possible conflicts and omissions.

### **WEEK FOUR AFTER ENTRIES CLOSE**

1. Advise the Adjudicator Coordinator of the day and time each adjudicator begins and ends his or her adjudications.

When the schedule is complete, arrange for the computer operator for enter the schedule into the computer.

Receive the schedule print-out from the computer operator and with the assistance of the Festival Secretary again check for conflicts and any other errors.

### **WEEKS FIVE - EIGHT**

Handle inquiries about perceived timetable conflicts.

Advise the Festival Secretary of any cancellations.

### **FOLLOWING THE FESTIVAL**

Bring any suggested changes in your job description to the attention of the Festival Secretary.

Present a written report to the annual meeting.