



JOB TITLE: Young Artists Competition Chair

JOB OVERVIEW: Organizing and executing the annual Young Artists Competition in which talented young musicians compete for cash prizes, both for performances and artistic statements. The winner of the Advanced Level will be invited to perform their winning repertoire with the Charlotte Symphony.

BENEFITS: Practice and enhance organizational and human relations skills. Gain experience in producing and managing a major event. Create a transformational experience for talented young musicians, their families and teachers. Engage the public in The Guild's mission to encourage tomorrow's musicians by spotlighting talented middle and high school students and carrying on the longest-standing Guild event.

RESPONSIBILITIES:

- Location and dates: Find and reserve the location for the Young Artists Finalist Competition. Select and confirm the date of the competition with the Charlotte Symphony (CSO), and its resident conductor. Check local competition and audition dates (such as All-County and All-State band or orchestra auditions and weekends, and the Charlotte Piano Teachers' Forum) to avoid major conflicts. Establish key dates including application site opening/closing, repertoire request deadline, notification of finalists, etc.
- Judges Recruitment: Working with the CSO resident conductor (chief judge), recruit two additional judges for the competition adjudication panel. Judges should have no students entered in the competition.
- Online Application: Update the CSO repertoire list, as well as project overview and application instructions and form for The Guild website.
- Communications and Marketing: Establish conduits for contacting schools, music teachers, arts councils, and other stakeholders with periodic updates about the process prior to setting key dates. Work with the Office, Marketing and Communications Administrator to assure social media coverage, implement webpage updates, maintain in-house contact lists, and communicate to all

stakeholders in a timely manner. Following the final phase of the competition, oversee roll-out of the announcement of the winners.

- Competition:
 - Review applications and organize video submittals by level (Advanced/Intermediate) for the judges' finalist selection (Phase I).
 - Communicate with all applicants as required, and work with finalists to prepare for the day of the competition (Phase II).
 - Recruit and schedule volunteers for staffing on the day of the finalist competition.
 - Coordinate awards presentation including announcement of winners, photography, and presentation of participation certificates to finalists.

- Follow-up:
 - Notify the Charlotte Symphony of the Advanced Level Grand Prize Winner, including instrument and repertoire selection.
 - Arrange with Guild Treasurer to provide checks to the winners, judges (honorarium, travel), and hosting facility.
 - Share judges' performance appraisals with all finalists.
 - Update the website for the following year's competition, to be shared with all stakeholders prior to the end of the school year.

QUALIFICATIONS AND SKILLS: The Chair should have excellent organizational skills, the ability to attend to details, and the personal skills necessary to work with young people and recruit volunteers to produce a successful event.

TRAINING, SUPPORT, AND RESOURCES: Past Young Artists Competition Chairs; resources include past Area and Committee reports, Guild Bylaws and Policies, Virtual Resource Guide, and LAO Gold Book online. The Chair and all recruited volunteers must have completed the Charlotte Symphony training required for working with children.