



JOB DESCRIPTION

1. JOB TITLE: YOUNG ARTISTS COMPETITION CHAIR
2. JOB OVERVIEW: Organizing and carrying out the Young Artists Competition which provides talented young musicians in the Senior Division with the opportunity to compete to win a solo performance at the Youth Festival with the Charlotte Symphony and talented young musicians in the Junior Division to compete to win a solo performance with the Charlotte Symphony Youth Orchestra. Winners also receive cash prizes.
3. BENEFITS: The Chair will practice and enhance his or her organizational and human relations skills and gain experience in producing and managing a major event.
4. KEY RESPONSIBILITIES:
 - With the approval of the Vice President of Education, find and reserve the location for the Young Artists Competition and select and confirm the date of the competition. Verify with the Charlotte Symphony the date of the Youth Festival; schedule the Young Artists Competition at least five weeks before the Youth Festival. Check other 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.
 - Recruit a Guild member to procure judges for competition. Judges should have no students entered in the competition.
 - Update the competition brochure and application form for the Guild website and distribute to the list of schools, music teachers, arts councils, etc.
 - Work with the Vice President of Marketing to assure media coverage. Arrange for photographs to be made of the winners immediately following the announcement of awards.
 - After all applications are received, arrange the day's competition schedule and email this information to applicants.

3/28/2014

- Schedule volunteers for staffing on the day of the competition to include registration, runners, refreshments and/or lunch for judges, as well as someone to procure biographies of winners.
 - Coordinate awards presentation including announcement of winners, photos of winners, and presentation of participation certificates to all entrants.
 - Notify the Charlotte Symphony and Youth Festival Chair of the Grand Prize Winner(s).
 - Arrange with Guild Treasurer to provide checks to the winners.
 - Prepare information for the Youth Festival Program regarding the winner(s).
 - Prepare a preliminary brochure without date and location for the next year's competition, to be distributed before the end of the school year.
5. QUALIFICATIONS AND SKILLS: The Chair should have excellent organizational skills, the ability to attend to details, and the personal skills necessary to recruit volunteers to produce a successful event.
6. INITIAL IMPACT: Engages the public in the Guild's mission to encourage tomorrow's musicians by spotlighting talented young musicians.
7. SUSTAINED OUTCOME: Carries on a longest standing Guild event that showcases the Guild's mission.
8. TRAINING, SUPPORT, AND RESOURCES: Training includes attending the annual Guild Retreat, meeting with past Chairs of Young Artists Competition, and reading past reports. Resources include past Area and Committee reports, Guild Bylaws and Policies, Virtual Resource Guide, and LAO Gold Book online.
9. LOCATION OF ASSIGNMENT: The Area meetings will occur when and where the Vice President of Education decides. The Chair of the committee determines when and where it will meet.