FWMTA Ensemble Chair

Job Description

JUNE

* Confirm directors for ensembles for upcoming year.

JULY

* Choose repertoire selections with directors.
	+ Organize ensemble music reading/playthrough with teachers.
* Consult TMTA Handbook for deadlines.

JULY/AUGUST

* Update FWMTA Yearbook page with registration, rehearsal, and performance information.
* Set audition and rehearsal dates and reserve rehearsal space.
* Send two repertoire selections to TMTA between Aug. 1 – Oct. 1 for approval.  Select first and second choice.

OCTOBER

* Announce ensemble repertoire to members.
* With directors, assign students their appropriate parts.

FEBRUARY

* Receive registration from teachers for ensembles.
* Hold ensemble auditions

MARCH

* Register teams with TMTA.

APRIL

* Communicate/Remind teachers, parents, and students’ rehearsal times/locations, pre-Convention recital, and Convention performance times/locations.

Other duties:

* Receive registration money and maintain financial records of incoming/outgoing expenses.
* Order bars and pins for ensemble members
* Prepare financial report for Treasurer and Executive Board
* Complete other forms with TMTA (see TMTA Handbook)
* Prepare committee report and financial report for Executive Board.