

Quartet Liaison

Job Description



Be the primary point of contact for quartets within Region 31, reporting to the Education Coordinator

Research and develop quartet education programmes throughout Region 31 with the assistance of the Education Coordinator

Be knowledgeable concerning available quartet educational material, through Sweet Adelines International website, music educators or Region 31 contacts

Encourage all chapters in Region 31 to be supportive of quartets by ensuring accessibility and availability of information regarding regional quartet activity, sharing of educational material and networking with other regional quartets

Assist chapters in implementing quartet education through mentoring and visits wherever possible and by liaising with the Education Coordinator

Liaise with chapters on a quarterly basis to follow up what they are doing to support and encourage quartets within their chapters

Communicate with chapters and request reports of quartet-related activities

Facilitate networking among quartets in Region 31

Obtain and maintain updated contact information of quartets

Ensure any upcoming events (e.g. quartet shows, education events) are widely publicised, in conjunction with the Marketing and Communications Coordinators, beyond their immediate local areas

Maintain, update and promote the quartet section of the regional website as a central source of information

Publicise resources and opportunities available to quartets, such as Region 31 education events

Responsibilities to the RMT through the Regional Education Coordinator

The Quartet Liaison reports to the Education Coordinator on the RMT, compiling and forwarding reports collected from chapters to the Education Coordinator for presentation at regional meetings

Prepares a potential budget for quartet-related activities concerning the region

Educate and inform the musical leaders in Region 31 about quartets through the Education Coordinator

Provide examples of successful quartets at regional events whenever possible

Approach the Region 31 Education Coordinator to implement a regional quartet festival or retreat weekend, with outline plans for such an event

Competencies

- Excellent interpersonal skills
- Enthusiasm for encouraging quartet singing/events within the region
- Ability to communicate effectively with Education Co-ordinator, quartets and choruses
- Ability to create and maintain clear documentation
- Ability to work to deadlines
- Ability to prepare a budget
- Computer literate