

## Education Coordinator

### *Job Description*



Develops, coordinates, and monitors regional educational programs in conjunction with other coordinators.

Plans curriculum for educational events such as seminars and workshops.

Works in coordination with Events and Marketing Coordinators on marketing events.

Coordinates regional faculty visits to choruses.

Maintains five-year education plan document.

Implements the chapter revitalisation plan for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook.

Approves chapters and prospective chapters for public performance.

Auditions chapter-at-large quartets for public performance.

Develops faculty or staff to assist in implementing regional educational programs.

Appoints an Arrangers Coordinator who administers the program that offers training for aspiring arrangers within the region.

Appoints a YWIH Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.

Appoints a DCP Coordinator who administers the program within the region. This position could be shifted to the responsibility of the Directors Coordinator depending on what would provide the most effective program development and oversight for the region.

Maintains contact with appropriate staff members at international headquarters.

Maintains comprehensive records and forwards materials to her successor.

Trains her successor.

Appoints staff to assist with the implementation of responsibilities as needed.

*A vodcast outlining each RMT member's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines website.*

### **Skills Required**

- Relevant regional service or equivalent related experience
- Supervisory/management experience
- Demonstrated knowledge of barbershop style
- Demonstrated ability to assess educational needs of targeted learners
- Experience in planning curricula for educational events
- Experience in event planning