

SCIBA MS Honor Band Festival
Volunteer Job Descriptions

Contained below you will find a short description of the various volunteer positions that are needed for our Middle School Honor Band Festival. If you have any questions, please contact the MS Affairs Chair.

JUDGES –These individuals will audit our 8th grade auditionees for positions within either the Blue Honor Band or the White Festival Band at the 8th Grade Honor Band Auditions in October. They will attend a judges meeting held prior to the start of the audition evening. They will hold recalls when there are multiple centers of the same instrument. The recalls will determine the top players for the instrument. They will audition the students on the prescribed materials using the SCIBA ballot for either wind or percussion players.

- Judging is done as a team.
- Newer judges are paired with experienced judges.
- Judges are selected to judge their principal instrument on most occasions, but may be asked to judge on another instrument if needed.
- A typical judging night will run from 4:45 pm -7:30 or 8:00 pm depending on the number of students auditioning and whether or not recalls are included for the instrument being audited. The centers may start earlier if the judges can arrive earlier. This is again dependent on the number of entries and any special circumstances that might arise.
- The judges meeting is held just prior to the start of auditions on the night of auditions. At that meeting, judges review procedures and are given any last minute instructions. They also meet as teams in the multiple instrument centers to make sure they are holding their auditions the same. (What they are listening to in the audition, what they will use as recall material for those students who are recalled, how many students they will be recalling from each center, etc.)

CENTER MANAGERS/CENTER ASSISTANTS - These individuals are there to assist the guest director for their assigned band for the duration of the festival day. There should be at least one member of the center team with the group at all times. This includes such things as assisting the percussion section, overseeing students-including escorting and supervising students during the evening concert to and from their warm-up room and auditorium, audition soloists if requested by the guest conductor, give students directions at break times and other information as needed, and be a liaison between the guest conductor and the MS Honor Band Chair.

ADMISSION STAFF – (this category includes the following – ushers, gate, programs, and t shirt sales).

- Gate – assist Cheryl Pittman with collecting admission to the concert.
- Programs – hand out programs to our patrons at the auditorium entrances.
- Ushers – (this is a new position) will control the admission of patrons to the concert hall for each of the three concerts as well as clear the hall of patrons in-between concerts. Patrons having students in more than one band will be allowed to stay in the hall only for the concerts that their children are participating in, not all three concerts. Entrances and exits will be designated for the flow of traffic of our patrons and our student performers. Two additional ushers will be stationed out in the lobby to help control congestion in the lobby area and answer any questions the patrons may have including location of restrooms and where they should go to pick up their students after their students portion of the concert has been completed. Ushers will be given name tags designating them as an usher to assist our patrons.
- T shirt sales – assist Ted Heggen with t shirt sales before and after the concert as well as during the dinner break for students who wish to purchase a t shirt at that time.

DINNER TICKET COLLECTOR – 1 or 2 people needed; collect tickets from students and directors at dinner and then give the collected tickets to the host director.

TEARDOWN CREW/STAGE HANDS/FOLDER COLLECTION – **Teardown:** 4-6 people who will assist in tearing down the stage after the concert and assisting in returning items to their correct places. **Stage Hands:** 1-2 people who will be behind the scenes on the stage to assist with any adjustments to the seating that needs to be done between bands. **Folder collection:** 2 people who will assist in collecting the folders and boxing them at the end of each concert performance. Folders are then returned to the MS Honor Band Chair at the conclusion of the evening.