



Job Posting

JOB TITLE: Contest Director

DATE: July 8, 2010

JOB SUMMARY

Responsible for ensuring the Rocky Mountain Color Guard Association (RMCGA) weekly competitions are organized and conducted in a professional manner. The Contest Director position is a year around position with the majority of the work happening during the competition season (November through early May). Compensation is \$345.00 per month for 7 months (Nov through May \$2415.00)

REPORTING RELATIONSHIPS

The contest director reports and works closely with the four elected Board of Directors for the association. The contest director also has a close working relationship with the membership at large, various vendors, staff/volunteers, booster organizations and Winter Guard International.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Open communication with the board of directors, current task force, membership and Staff/volunteers for weekly competitions and additional items as necessary
- Planning of the weekly contests including competition sites, participants, staff and logistics
- Developing/editing forms used by the membership for various items including, but not limited to signing up for competition and hosting competitions
- Keeping the RMCGA website updated with current information for all competitions including up-to-date competition information, important announcements and scores
- Ensuring technology is available including tabbing computers/programs, digital recorders, etc... prior to the start of each contest
- Create badges for unit directors, band directors, contest staff, judges
- Planning of yearly championships including site (determined by membership at large, and board of directors), logistics, awards and additional items as necessary
- No affiliation with any guard (instructor, judge, director)

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) of Our Community, its staff or volunteers, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or Our Community for any known or unknown consequences that may result from reliance on any information provided in this publication.

