

Student Job Descriptions

1. Judges Helpers (tape and written evaluators in gym and black box)

1. One person should always remain in the performance room at all times. One person can run scores and sheets to the main office (or you can rotate). In the Main Gym (three guides), someone should take the clinician to the clinic room.

2. After every band, the runner should collect scores, comment sheets, and return them to the Contest Office (Main Office). Be sure to not disturb the evaluators while they are completing comments. Clinicians will provide no written or recorded feedback to bands. All clinician feedback will occur in clinic.

3. Runner: Conductor scores for each band will be collected in the Office. Make sure that you collect conductor scores for the evaluator or clinician and organize them for distribution as the day continues. You will be given conductor scores to distribute to all judges as they come into the office. The Main Gym should have four sets of scores (3 evaluators and the clinician) and the other two rooms should have 3 sets of scores.

4. Stay behind the judges so as not to disturb their concentration. At no time should you interrupt a judge while he or she is either writing comments or listening to a performance. The only communication that should happen during a clinic would be to warn of time constraints-get an adult to nicely warn the clinician if it appears they will go over the time limit.

5. If something breaks or does not work, a “resolution” can be found in the contest office. Extra batteries, pens, pencils, comment sheets, etc. can be found there. If something else happens, ask an adult in the contest office.

6. If an evaluator or clinician wants coffee or something to drink, find a parent in the cafeteria. Be careful to not let anything spill in any of the performance or clinic areas. If an accident happens, take care of the problem immediately.

7. Make sure that you can tell the judges where to find locations in the school, such as faculty rest rooms, cafeteria, clinic rooms (band room), etc. Their meals will be served in the Conference Room in the Main Office.

8. Runner: Conductor scores for each band will be collected in the Office. Make sure that you collect conductor scores for the evaluator or clinician and organize them for distribution as the day continues. You will be given conductor scores to distribute to all judges as they come into the office.

9. End of the Day – Help take down the office and return the stage to order and ready for class on Monday. Take down and adult helpers will know what to do. When school is ready for Monday, you are done for the day.

Materials that you will need to do your job effectively: schedule, map of school, pencil.

Band Greeters (Registration)

1. When there are no bands, you should remain in the main office to help out the adults with any needs.
2. As bands arrive, politely direct the band director to the contest office for registration materials (Main Office).
3. REMIND BUS DRIVERS THAT THEY ARE TO PARK IN THE LOT EAST OF SCHOOL!!! (retention basin) We have a map that you should give them to find their way to the lot.
4. Stamp student hands as they exit the bus.
5. As they exit the bus, they should gather in the main foyer in front of the tribute to John Hersey.
6. As soon as the bands have completely left the bus, one student should guide the band to their home room. Make sure you know where that homeroom is located and the best route for a large group to travel BEFORE you leave the registration area.
7. Percussion equipment should be taken to homerooms if possible.
8. Return immediately to the Main Office as soon as the band has gotten settled in their homeroom.
9. Greeters should not be using their cell phones while working.
10. End of the Day – Help return all homerooms to normal order. There will be an adult there to show you what needs to be done. When all rooms are ready for class on Monday, you are done for the day.

Stage Set Up Helpers -

1. An adult will coordinate the stage set up.
2. Do not start a set up until the previous band has exited the stage area, including percussionists. If the day starts to run behind, don't wait until the band is completely exited.
3. One student should be assigned to one row. Stay on that exact row for the entire time that you are on stage. Do not help other rows unless they ask. If your row is taking too much time ask someone to help you.
4. Set up charts will be distributed. Determine what chairs or stands should be added or taken off for each band before the previous group is completed.
5. When the setup for the band is completed, double-check your row.
6. DO NOT CROSS THE STAGE AT ANY POINT AFTER A BAND HAS BEGUN TO WARM UP (unless the director or an adult in charges asks).
7. Stay in the hall during performances and help restrict traffic during the performance. Listen through the door. Do not enter or exit the stage door during a performance. Make sure that no one else enters or exits through the door during a performance. Do not leave the immediate area of the performance. Take care of any noise problems to alleviate distraction during the performances.
8. If for any reason you are in the gym during a performance, there is to be ABSOLUTELY NO TALKING!
9. End of early shift (Gym setup): AFTER last band performs, setup for next band before you leave. (Black Box/ East Gym setup): Before leaving for last gym concert, setup for next band.
10. End of the day – help fold and stack all chairs and stands; return them and all equipment to the appropriate places in the building. An adult will be there to instruct you. When the Gym, Black Box, band, choral, orchestra and Titre Rooms are ready for school on Monday, you are done for the day.

Materials that you will need to do your job effectively: All band setup charts, room performance schedule.

Clinic Room/ Warm Up Room Attendants

1. Monitor each band's schedule as it relates to the "stage" schedule. Each band is allotted 20-25 minutes in the warm up room. Main Gym bands will receive 45 minutes in the clinic room. Black box and East Gym bands will have a 45 minute block to perform and receive a clinic in the theatre.
2. Adjust the room for each group. You should have a set of set-up charts. Band guides should assist you. Stay out of the way!
3. The equipment that is in your room (stands and percussion equip) is the only equipment that is available for that room. **DO NOT MOVE EQUIPMENT FROM ANOTHER ROOM-REGARDLESS OF WHETHER IT IS BEING USED!!**
4. Clinic Room: If the judge begins to go over time (45 minutes), have the adult **POLITELY** remind him of the time constraint.
5. Do not leave your room for any reason! A "bathroom" break should be times appropriately.
6. End of the Day – When the last band is finished, fold and stack all chairs and return to the appropriate place in the school. There will be an adult to direct you. When the room is ready for class on Monday and the stage areas are completely done, you are done for the day.

Materials that you will need to do your job effectively: All band set up charts, schedule, pencil.