

**OMEA All-State
Middle/Elementary School
Manager Handbook**

All-State Deadlines

- 2/1 Conference Chair- selects and confirms All-State Managers and Planning Team
- 3/1 Managers- hire Conductor for All-State group
- 3/30 Managers- email completed "Conductor Form" to Executive Directors and Conference Chair
- 5/1 Area Chairs- select and confirm information for All-State High School auditions
- 6/1 Managers- select music for All-State group with the Conductor
Executive Director- post All-State High School audition information on the website
- 8/15 Managers- order music- contact Executive Directors to secure payment
Managers- hire an accompanist within budget, if needed
Managers- Submit an article for the OMEA Journal (about conductors)
- 9/1 High School Managers- recruit a submission committee to listen to recordings and determine a date and site(s) if needed and send your assessment or screening information to the screeners
- 9/15 Managers- Conductor and Manager bios and photos send to admin@oregonmusic.org
Managers- confirm the name and information for the Conductor session
Managers- submit student, teacher and parent letters and schedules to Conference Chair and Executive Director
- 9/30 **Students- High School Honor Groups on-line auditions submissions and fees due**
Area Chairs- Supply the names of sessions, bios of the clinicians, photos and equipment needs to the Executive Directors, as well as the presider information
Conference Registration-begins
- 10/14 **Executive Directors- notify students and teachers of selected students via website**
Student registration begins
- 11/4 **Student registration ends**
- 11/15 OMEA Journal- everything that is going to be in the conference schedule and journal
- 11/17 **Managers- finalize alternates and make sure that everyone is registered**
All-State Groups Set- no additions to groups for programs/t-shirt/plaques
- 11/18 Executive Director- email managers the mailing labels for schools
- 11/21 Managers- mail music to the student's schools to be handed out by their directors
- 12/1 Managers-finalize the selection of personnel to assist honor group
- 1/10 Managers- create name tags for students and registration process
- 1/12-15/2012 All-State and OMEA Conference

OMEA Middle School Honor Group Manager Handbook

Job Description and Duties

Duties Related to the Ensemble Manager

1. Attend OMEA State Board meetings, as requested by Conference Chair if you are not able to come you need to send a representative.
2. Coordinate and confirm the ensemble budget with the Conference Chair for the Conductor, music, and expenses.
3. Coordinate with the Conference Chair the size of the ensemble.
4. Order sheet music of literature selected by the Conductor and number of copies needed.
5. Select ensemble personnel to assist you; section leaders and job shadower.
6. Help as needed at the rehearsal and concert site and act as the host to the conductor at the event.
 - Arrange to pick him/her up at the airport or have someone else to do it.
 - Invite them to dinner each evening if they haven't made other plans (A big perk of this job!)
 - Arrange for transportation in and around Eugene
7. Allow students to keep their sheet music after the Gala Concert.
8. Keep records of expenditures and receipts for re-imbursement to OMEA. Write the name of the person to be reimbursed and the name of the ensemble on the back of the receipt.

Personnel to Assist the Manager/Coordinator

- Section Leaders -- help at the actual All-State rehearsals, taking roll, checking parts, and running sectionals.
- Screeners -- Listen to online submissions and ascertain who is accepted, not accepted, and alternates
- Job Shadower -- Is in training to lead the next All-State experience by watching, listening, and learning

Process & Timeline

January /February: **Hire Conductor**

- Pick a personal favorite or survey colleagues. Make the verbal commitment. The sought-after conductor's schedules fill up years in advance.
- Get the dates for the conference from the President-Elect or the website www.oregonmusic.org.
- Work within the budget that the Conference Chair provides on the Conductor Form. Send the completed Conductor Forms to the Conference Chair (for budget) and to the Executive Director, so they can send the conductor a contract.
- Let the conductor know that he/she will also be presenting a session at the conference.

Before June: Decide on the Program

- Send the conductor programs from the last five years and have him/her recommend a program that aligns to the ensemble budget. You have the ability to influence the program by working with the director.
- The program should be no more than 25 minutes long.
- Be sure to budget for extra accompanist needs and incidental musicians with the Conference Chair.
- Everything must be approved by the Conference Chair.
- (Band/Orchestra Chairs) Make sure percussionists have something worthy to do.

August: Order the Music

- Consult with the Executive Directors about preferred vendors.
- Make arrangements with the Executive Directors to secure purchase orders/payments.
- Hire an accompanist within budget.

September: All-State Letters/Schedule

- Let the Conference Chair and Executive Directors know what the All-State Conductor's interest session will be for the Conference schedule.
- Send the Executive Directors and the Conference Chair the letter and the schedule that will be posted on-line and sent to the students with their music.
- Check with your ensemble director for specific equipment needs and requests (Podium, sound system, etc.).

September 30: Online Honor Group Submissions due

- Submissions must be uploaded by submission cutoff date.

October 14: Directors need to be notified of applicants' status

- Executive Directors will post screening results to the OMEA Website.

November: Follow up

- Student registration ends November 4
- Managers add alternates as needed until November 17.
- Begin preparations to distribute sheet music to the ensembles via their school directors.
- Coordinate with Executive Directors for mailing labels to mail sheet music.
- CHORAL CHAIR – Make sure accompanists has appropriate sheet music.
- Contact equipment manager for concert equipment needs.
- Distribute sheet music in a timely manner to ensure delivery to students prior to holiday break prior to November 21.

At the Pre-Conference Planning Meeting:

- Become familiar with rehearsal rooms.
- Coordinate with other ensemble managers the logistics of rehearsal and meal space and timeframes.
- Turn in receipts for postage, phone, lunches, etc. to the Treasurer.
- Bring director's travel plans to share for housing and transportation needs.

- Provide complete equipment needs list to equipment manager.
- Arrive with as detailed of a schedule as possible to share with other managers and coordinate any possible conflicts in advance of the event.
- Coordinate with Executive Directors to get the information for you to make student name-tags.

The Big Weekend

Be on site the evening before and pick-up your director from the airport.

Day 1: Make sure your conductor is being picked up at the airport at the appointed time

9:30 a.m. **Set up**

- Name Tags, extra music, Test or seating assessment charts, seating charts, sectional/testing rooms ready, parking passes, extra pencils, etc.
- Make sure you receive notebooks from the Executive Directors containing emergency forms on each student on site.
- Have an accurate rehearsal schedule for the conductor and students.
- Coordinate with the other ensemble managers concerning breaks so as not to over- load restrooms.

10:30 a.m. **Registration**

- You need forms listing students alphabetically by section for yourself and your section leaders and a list of all students listed alphabetically for you.
- Give students name tags and let them know where to go for chair seating or part testing.
- Inform students where to place their luggage

1:00 p.m. **Rehearsals begin! Some helpful suggestions**

- Thank students in advance for their professionalism
- In rehearsal halls-- no candy, gum, food, feet on seats. Water in capped bottles is fine.
- Call off names of students who haven't checked in
- They need to be back on time from breaks
- They should put their names on all personal items
- Introduce accompanist, section leaders, and CONDUCTOR
- Begin rehearsal

ROLL CALL: Section leaders take roll, either by seating chart or head count, not disrupting rehearsal time

ANNOUNCEMENTS: The All-State Chair will arrive to make important logistical announcements concerning meals, busing, curfew, hotel etiquette, etc. He or she will try to only appear at the beginning or end of a break, but need to be given the floor so that the logistics run smoothly.

REHEARSALS: With the help of section leaders, keep students up and listening and solve the little issues that may arise.

STUDENTS MISSING REHEARSAL: Students are allowed to miss rehearsals when their own school group is performing at the conference. They will alert you to this ahead of time. There will be no other excused absences, including for athletic events.

CONCERT PREPARATIONS: Have a standing order and seating diagram already figured out with the help of your conductor as well as plans for extra instrumentalists; stands, chairs, etc.

DRESS REHEARSAL: The Hult stage crew will mostly take over with this. Run interference for the conductor, help with checking balance and sightlines. (Choir Chair) Look at how the lineup and procession will work.

LUGGAGE ROOM SUPERVISSION: Group manager needs to be at luggage room directly after the concert for those opting not to stay for remainder of concert, or assign this task to other helping teachers.

DINNER WITH THE CONDUCTOR: It is customary and fun to take the conductor to dinner each night with your section leaders.

The Gala Concert and Beyond

Concert Introductions: You will be to introduced by the OMEA President or Conference Chair, and it is your honor to introduce the conductor. The President will let you know how much to say and when to say it. After your introductions, you may retire to the audience to enjoy the performance.

Beyond: Take time to reflect on all the new people you've met and how much you've helped the directors and students in Oregon have a once-in-a-lifetime experience. Know that they all thank you for your fine efforts. Once again, turn in your receipts for postage, phone, etc. to the Treasurer.

OMEA 2011-2012 CALENDAR

State In-Service Day

10/14/2011

OMEA State Music Conference

1/12-15/2012 Hilton Conference Center, Eugene

9/30/2011-1/05/2012 On-line Pre-Registration

1/06/2012-1/15/2012 Register on-line (fee increase)

Conference Chair- Tina Bull, tina.bull@oregonstate.edu

All-State Dates

9/30/2011 Auditions/Recommendations and Screening Fees Due

10/14/2011 Acceptance Notices Emailed

11/4/2011 Student Registrations End

11/21/2012 Music Mailed

1/12-13/2012 All-State- All Middle School Groups

1/12-14/2012 All-State HS Jazz

1/13-14/2012 All-State Elementary

1/13-15/2012 All-State- HS Choir(s), Orchestra and Bands

OMEA Board Meetings

10/1/2012 Full Board- 8:30-3:30, Crowne Plaza Hotel, Lake Oswego

1/15/2012 Full Board- 8:30-3:30, Eugene Conference Center, Eugene

5/19/2012 Full Board- 8:30-3:30, Crowne Plaza Hotel, Lake Oswego

Oregon Music Educator Journal

Everyone is invited to submit articles for the journal to admin@oregonmusic.org

Fall Submissions Deadline-8/15, Scheduled Mailing Date-9/30

Winter Submissions Deadline-11/15, Scheduled Mailing Date-12/30

Spring Submissions Deadline-2/15, Scheduled Mailing Date-3/30

OSAA State Solo Contest

Saturday, April 28, 2012, Lewis and Clark College

OMEA Chair- Tom Muller, tom_muller@ddouglas.k12.or.us

OSAA Solo Administrator- Kyle Stanfield, kyles@osaa.org

OSAA Choir Championships

May 3-5, 2012, George Fox University

May 3- 2A/1A and 3A Choir

May 4- 4A and 5A Choir

May 5- 6A Choir

OMEA Chair- Marci Taylor, Marci_taylor@beavton.k12.or.us

OSAA Choir Administrator- Molly Hays, mollyh@osaa.org

OSAA Band/Orchestra Championships

May 9-12, 2012, Oregon State University

May 09- 3A and 4A Band

May 10- 2A and 5A Band

May 11- String and Full Orchestra

May 12- 6A Band

OMEA Chair- Chuck Bolton, tubasat@aol.com

Band/Orchestra Administrator- Cindy Simmons, Cindys@osaa.org

OMEA Contact Information

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Vice President: Tina Bull, tina.bull@oregonstate.edu, 541-737-5603 c541.231.7361

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