



# Making a World of Difference

## Music Region 18

### JOB DESCRIPTION

**Job Title:** UIL Music Region 18 Executive Secretary

**Wage/Hour Status:** Exempt

**Reports to:** UIL Music Region 18 Executive Committee

**Pay Scale:** as determined by the Executive Committee

**Date:** April 12, 2025

#### **Primary Purpose:**

To manage the complete operation of and facilitate music competitions and evaluations for UIL Music Region 18. Plan and implement a comprehensive organizational schedule for the operations and procedures of all music events. Manage overall financial operations of UIL Music Region 18.

#### **Qualifications:**

##### **Education/Certification:**

High school diploma or equivalent. College degree in Music Education preferred.

##### **Special Knowledge/Skills:**

Comprehensive knowledge of all UIL Music policies and procedures.

Strong leadership skills.

Excellent organizational, communication (verbally & written), and interpersonal skills.

Ability to delegate responsibilities when appropriate.

Must be able to operate office equipment (i.e. computer, scanner, copier, and telephone) with a reasonably high degree of proficiency.

Have strong knowledge of budgeting practices and procedures.

Have extensive knowledge of secondary school music in all UIL contest divisions.

Working knowledge of Microsoft Office, Excel, Word, Adobe Acrobat, and Quicken software programs.

#### **Experience:**

One to three years bookkeeping and general office experience. Preference given to applicants having a background in music education.

#### **Major Responsibilities and Duties:**

1. Provide leadership in developing and ensuring region-wide continuity of all music contests and evaluations.
2. Assume full responsibility for implementing the policies and directives of the Region 18 Music Executive Committee and the UIL State Music Office.
3. Establish and maintain favorable and positive relationships with region 18 music directors and UIL State Office.
4. Design and maintain a region web site, with timely UIL music information.
5. Work in conjunction with TMEA region officers to set proposed UIL music contest/evaluation dates each spring.
6. Send annual contest schedules to the UIL State Music Office.
7. Receive and process entries for all music region 18 contests and evaluations.
8. Receive and process entry fees for all contests/evaluations and make timely bank deposits.
9. Contact and issue contracts to all music judges with the recommendation of Region 18 music directors.
10. Secure lodging for all UIL music judges.
11. Meet with event hosts to train and review rules and procedures for all contests/evaluations.
12. Supervise scheduling and provide leadership in the planning and implementation of all contests/evaluations.

13. Serve as resource liaison for music teachers and school district administrators to keep them informed and updated in proper UIL procedures and rules.
14. Oversee operations and attend all Region 18 UIL music contests/evaluations.
15. Keep the Executive Committee informed of any contest irregularities and rule violations.
16. Order sight reading music for all organization events and verify that there are enough parts for each competing group.
17. Order awards for all contests/evaluations; deliver to each event site and keep accurate inventory of all awards.
18. Maintain accurate financial records and submit timely payments to vendors.
19. Have annual audit-review of region 18 financial records implemented.
20. Pay judges at the conclusion of each contest.
21. Assist contest hosts with arrangements for rental, moving, or tuning of pianos for Solo-Ensemble Contests.
22. Contract recording, video, & photo companies to service events.
23. Send the TMAA executive secretary a list of all music judges invited and/or contracted for judging in region 18.
24. Complete year-end contest reports of each contest and send results, along with the state organization fees, to the UIL State Music Director.
25. Prepare annual Contest Expenses Breakdown and Financial Reports for presentation to the UIL Music Region 18 Executive Committee.
26. Work in conjunction with the Region 18 Music Executive Committee chairman to schedule and make all arrangements for at least three meetings of the UIL Music Region 18 Executive Committee, annually.
27. Serve as informant/advisor to the Executive Committee on all Region 18 matters.
28. Demonstrate sound judgment in disseminating information and always maintaining confidentiality.
29. Order and maintain office supplies and equipment.
30. Perform all duties as assigned by the Region 18 Executive Committee and/or UIL State Music Office, and perform other responsibilities that may arise, to ensure smooth operation of the region.
31. Attend conferences and professional meetings to ensure current knowledge and awareness of music education; and participate in appropriate professional organizations.

### **Supervisory Responsibilities:**

Oversee the operations of all UIL music contests and evaluations, including contest hosts and all other associated personnel.

### **Adequate space for:**

Computer, printer, copier, scanner, calculator, and telephone.  
Space for home office and for award inventory storage.

### **Working Condition:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Position may require periods of sitting at computer or standing at copier. Some lifting of boxes. Use of vehicle is necessary to run errands, pick up/deliver supplies as necessary, and attend all music events. It is often necessary to work long hours in organizing and managing contests/evaluations and to complete work projects.