

**NWAPA Show Coordinator Position  
(Applications due Friday Sept 12, 2008)**

The NWAPA is excited about introducing a new position this year to enhance the quality of our growing circuit. We are currently in search of an individual whose is responsible for the consistency of the quality of how shows run from venue to venue within the circuit. The circuit should pride itself on efficiency and a consistency of excellence at every show. This job requires a significant amount of time and work for one person to oversee (approximately 20 hours per show week); therefore the person chosen for this position will be compensated justly. This position is a necessity for the progress of the circuit and we are very enthusiastic about those who are interested in applying. Good communications skills are a must.

Below is a brief description of some of the things that the Show Coordinator will be required to oversee.

- Competition Schedule
  - o Set up a competition schedule.
  - o Keep in communication on a regular basis with the individual host show sponsors to get information on unit entries.
  - o Communicate with Judge's Coordinator about breaks and judge's necessities for the schedule.
  - o Make all changes of the schedule up to the day of the show. Post and email immediately to membership.
  - o Obtain schedule change approval by Judge's Coordinator before it is posted each time.
  - o Create an entry/exit form for each show that will be posted on the website.
  - o Communicate with all circuit units if scheduling issues arise.
  - o Collect contact information for all non-circuit members to keep them in the communication circle for the events they are attending.
  
- Show Sponsor Communications
  - o Guide each individual show sponsor for correct set up of event pertaining to the circuit guidelines.
  - o Meet with show sponsors a few months prior to the event to give them the show host's check list and make sure that the show host's responsibilities are understood.
  - o Obtain all information from show sponsor at least 4 weeks prior to the event to be posted on the website including parking information, unit director's information, maps, and event information.
  - o Meet with the show sponsor the night prior to the show to check on set up with the circuit checklist to make sure the site is up to circuit standards.

- Day of Event Guidance.
  - o In the event that questions arise, problems occur, or guidance is needed, the circuit show coordinator will help guide directors, chief judge, circuit board, and show sponsor in an appropriate direction.
  - o Ensure the show continues to run on time. If time is lost, help re-work the schedule to make up lost time.
  - o Be available throughout the day or have a committee of volunteer assistants to help with any needs of the show.
  - o Ensure correct spiel sheet are filled out and up to date for the announcers of each show.
  - o Deliver a binder with all school spiel sheets to each event.
  - o Order spiel sheets in performance order for prelims and help re-organize for finals if needed.
  
- o Winter Season Special Duties
  - o Coordinate that each color guard unit has their music turned in at the first show.
  - o Input all color guard units' music on the circuit laptop in iTunes that will be delivered to each competition.
  - o Put each color guard unit's music in prelims performance order for sound crew. Help re-organize for finals if needed.
  - o Perform a sound check for each color guard unit's music and keep the record for the sound crew of what the sound level will be.
  - o Train each competitions sound crew how to run the mixer board and music with the timing and penalties judge. circuit standards.

The Show Coordinator would be paid \$1,500 for the Fall season and \$1,500 for the winter season equaling a total of \$3,000 for the year.

If you are interested in fulfilling this position or have more questions regarding the position, please contact Rob Sullens at [rsullens@mac.com](mailto:rsullens@mac.com). Please send any information or past experience you may have that might pertinent to the skills required of a year round show coordinator to him as well.

Applications will be accepted no later than Friday, September 12th 2008.

We look forward from hearing from you.

Best of Luck,

Rob Sullens  
 NWAPA President  
[rsullens@mac.com](mailto:rsullens@mac.com)