



Job Description

District Contest Organiser

(Contract)

Position Purpose

The District Contest Organiser's (DCO) role is to provide comprehensive services and leadership at the District Contest level that will enhance and promote the effective management, operation and promotion of the Chamber Music Contest (CMC), including:

1. Planning and preparation for the District Contest as directed by the Outreach Coordinator (OC)
 - Submit budget and other documents to the OC according to the timeline stated in the DCO manual
 - Providing regular progress reports to OC
 - Working with the OC to ensure that marketing collateral is distributed
 - Develop good working relationships with students and group contacts
 - Timely communication with key stakeholders regarding operational aspects of local contest
 - Ensuring Conditions of Entry are adhered to on a local basis to maintain consistency across District Contests
2. Managing and implementing the District Contest in your region
 - Implementing and co-ordinating all facets of the District Contest, including overall management of the event and contributing where necessary to the CMC coaching programme
 - Preparing an annual report following the District Contests
3. Advocacy for Chamber Music Contest
 - Represent the best interests of Chamber Music New Zealand at all times
 - Actively seek opportunities for enhancing the Contest experience for competitors, and identifying local funding opportunities

This role is part of the Artistic Team. The Artistic Team is responsible for leading the strategy to ensure artistic excellence and vitality for chamber music in New Zealand.

Key Relationships

Reports to:	Outreach Coordinator
Manages:	Contest volunteers
Internal:	Outreach Coordinator, Concert Managers, Branch Chair, CMNZ publicist
External:	Stakeholders, students, teachers and coaches, parents, adjudicators, media, general public

Authorities

Financial:	To work within budget	Staffing:	Volunteers as needed
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Key Responsibilities

Key Result Area	Key Activities/Expectations
1. District Contest Planning	<ul style="list-style-type: none">• Book appropriate venue with suitable piano and arrange piano tuning for Contest• Provide Outreach Coordinator with District Contest Budget by date required• Achieve operational and timeline predictions as agreed with Outreach Coordinator• Contribute where appropriate to the implementation of the CMC coaching programme
2. Event Management	<ul style="list-style-type: none">• Correspond with group contacts in a timely manner• Schedule sessions, programme order and rehearsals where appropriate• Compile programme for printing• Liaise with branch chair and local committee regarding support required• Invite key stakeholders (e.g. school principals) to attend contest• Arrange local transport, and an assistant for adjudicator/s• Arrange stage management for contest

Key Result Area	Key Activities/Expectations
	<ul style="list-style-type: none"> • Advise contest results to Wellington office and Outreach Coordinator in a timely manner • Provide completed contest and financial report by end July to Outreach Coordinator
3. Advocacy	<ul style="list-style-type: none"> • Provide feedback for future development of the District Contest • Represent CMNZ in an appropriate manner •
4. Relationship Management	<ul style="list-style-type: none"> • Develop and maintain effective relationships with key external stakeholders and contacts • Represent CMNZ interests in dealing with key external stakeholders and contacts • Liaise with all paid and voluntary staff to ensure events are professionally managed in each centre
5. Innovation and change	<ul style="list-style-type: none"> • Challenge the status quo and constantly look for better ways of doing things • Create environment where ideas are generated and considered • Manage change processes, including systems and people

Competency Requirements and Person Specification

Skills

- Project management and administrative experience
- Excellent organisational skills with the ability to multitask
- Ability to motivate and support voluntary helpers
- Effective verbal and written communication skills
- Sound problem solving skills and judgement

Knowledge/Experience

- Sound computer skills
- Experience in managing a budget
- Ability to think outside the square but also work to a deadline
- Enthusiasm for education, music and young people

Attributes

- Works effectively in small teams and contributes to a positive team environment
- Achievement and result oriented
- Willingly take accountability for own decisions and actions and their results
- Focused on providing high quality customer service
- Flexibility, versatility and adaptability to handle several issues at the same time
- High levels of personal integrity and trust
- Self-managing and motivated to succeed
- Willingness to be proactive and take the initiative
- Persistence and resilience to see the job through
- Challenges the status quo, accepts debate and alternative perspectives

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency

Other

- In order to meet the changing needs of CMNZ this position description may require change from time to time. Any changes will be agreed and may be initiated by the CEO.

December 2018