

## Short Description

The Flute Division Convenor the Adelaide Eisteddfod is required to work closely with the Executive and Council to organise, manage and run the Flute Division competition.

## Selection Criteria

Knowledge and Experience:

- Ability to exercise initiative and work with minimal supervision as well as part of a team
- Excellent verbal and written communication skills
- Sound computer skills and hands on experience using Word and Excel to maintain data bases
- Excellent organisational skills, with the ability to prioritize tasks to meet deadlines

## Qualifications:

No specific qualifications are required however previous experience playing the flute and working within the flute community would be a distinct advantage.

## **Summary of Adelaide Eisteddfod Business:**

The Adelaide Eisteddfod Society is a not-for-profit Society run by volunteers and is a registered charity with the Australian Charities not-for-profit Commission. The Executive consists of a President, Vice President, Secretary and Treasurer. The Eisteddfod Society has a number of Divisions organised by Convenors which run music competitions between May and August each year. Current Divisions include Brass, Choral, Concerto, Flute, Guitar, Percussion, Piano, Strings, Woodwind, and Vocal. During the competitions the Adelaide Eisteddfod works with a large pool of short-term volunteers who support the Society in the areas of ticket sales, booking in, announcing, time keeping and food preparation.

The Adelaide Eisteddfod Council and Executive meet 6-8 times a year to plan the Eisteddfod competitions. The Flute Division Convenor for the Adelaide Eisteddfod would be required to write a report to be presented at these meetings which are currently held on Monday evenings from 7-9pm at Steadfast House, 239 Magill Road Maylands.

Further information about the Adelaide Eisteddfod society can be found on our website.

[Adelaide Eisteddfod – www.adelaideeisteddfod.com.au](http://www.adelaideeisteddfod.com.au)

## Role Description

Convenors are responsible for the overall management and running of their Division(s).

### Convenor Responsibilities include:

- Setting competition dates in consultation with the AES Secretary
- Booking a suitable venue in consultation with the AES Secretary and Treasurer
- Choosing appropriate adjudicator(s)
- Organising flights and accommodation for interstate adjudicators in consultation with the AES Secretary and Treasurer
- Contacting existing sponsors and approaching potential new sponsors who donated prize money and / or trophies.
- Monitoring the Flute division Email address being [flute@adelaideisteddfod.com.au](mailto:flute@adelaideisteddfod.com.au)

### Once entries are closed Convenors are to:

- Confirm sponsorship amounts for each section to AES Treasurer for invoicing. Invoices are sent out through the Xero accounting system.
- Program competition sessions
- Produce a Program Guide for publication on the website
- Send the Program Guide to all competitors and sponsors
- Where there are monetary prizes, provide the Treasurer (3 weeks prior to the commencement of the competition) with a breakdown of how many prizes and their value in each section.
- Door float and credit card scanner for door takings are to be negotiated with the Treasurer at least two weeks prior to the competition to arrange for collection or a drop off.
- Organise volunteers to assist with receiving and booking in competitors (where applicable), selling tickets, time keeping, announcing, supervising competitors and (where applicable) preparing refreshments, light snacks and meals.
- Send the Volunteer Coordinator a full list of volunteers including name, email address, mobile phone number and role that they will be fulfilling.
- Communicate competition requirements and any updates to competitors.
- Invite sponsors to attend the competitions to present prizes for their sponsored sections.
- Send a list of the required prize medallions to the Secretary.

### At the completion of a Division's competitions, Convenors are to:

- Promptly forward the winners list to the:
  - AES Treasurer if prize monies are to be presented by Electronic Funds Transfer (EFT)
  - Webmaster so that prize winners can be published on the Website
- Advise the Special Awards Concert Convenor of the recipients of Special Awards within 2 weeks of the completion of the Division.
- Prepare a written Convenor's report for presentation at next AES council meeting. This report will also be presented at the AGM.
- Promptly advise sponsors by email or mail of the winning entrants for the section they sponsor within 2 weeks of the completion of the Division.
- Confirm sponsorship agreements and update sponsorship lists which must include sponsor names, addresses, email addresses, mobile phone numbers and the amount and sections a sponsor donates to.
- Advise the Stardom liaison officer of any syllabus changes for the following year by the end of November.

For further information contact Jane Burgess [secretary@adelaideisteddfod.com.au](mailto:secretary@adelaideisteddfod.com.au)