

Administrative Positions Immediately Available

Individual Job Descriptions and Overall Responsibilities Included

Contact Executive Director Paul Smith for more information and an interview
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Director of Education

- Work closely with the Cavalcade Judging Coordinator in developing new judges' training workshops.
- Identify and assist with the recruiting of new judging prospects.
- Take ownership of all new judging applicants and develop a training plan for caption certification.
- Provide opportunities and training plans for existing judges wanting to be cross certified in additional captions.
- Update the Judging Coordinator on all progress of prospective judges and time frames for training and potential caption approval.
- Communicate all prospective trial assignments to the Judging Coordinator, Chief Judge and Tabulator for any show in which trial opportunities are scheduled.
- Report to the Executive Director in regard to all plans for training workshops.
- Organize, in cooperation with the Cavalcade Judging Coordinator, all marching, indoor and jazz clinics.
- Upon request of the Judging Coordinator, assist with the development of judging sheet changes.
- Review judges' files on a regular basis, to ensure quality from our entire judging roster.
- Provide continual feedback to all judges on terms, methods and communication approaches to judging.
- Assist the Cavalcade Judging Coordinator and Administrators in working with judges for improved judging performance.
- Search for new and different educational opportunities for band directors, staff and all judges.
- Assist the Judging Coordinator and all caption supervisors in the review and determination of all director protests during each competitive season.
- When necessary, assist the Judging Coordinator with correspondence and communication to the judging staff on a regular basis. In particular, weekly updates and other educational opportunities.

Social Media Coordinator

- Work closely with all Cavalcade Administrators on all social media opportunities.
- Report to the Executive Director in regard to overall marketing and branding.
- Expand current Facebook page to improve visibility, likes and engagement.

- Create new social channels such as Instagram, Twitter and other viable mediums.
- Post regularly in all appropriate areas, without clogging member's streams.
- Attend Cavalcade events, throughout the year to post live, real time content. Attend championship events, working in conjunction with other administrators, to provide content when events occur simultaneously and in different locations.
- Seek information, pictures, video and other details from all Cavalcade events and members throughout the year.
- Strive for engagement from all members (directors, staff, students, parents and administration) in the appropriate social areas.
- Keep the Cavalcade image, brand and professionalism at the forefront with all social engagement.

All Cavalcade Board, Coordinator and Administrative Positions Will:

- Wholly represent and serve Cavalcade as an educational leader, facilitator and role model.
- Work closely with all Board Members, Coordinators, Administrators and the Executive Director in all business matters.
- Attend Board of Director, Committee and General Membership meetings suitable for each position within our management structure.
- Report regularly to the Board of Directors, Executive Director or specific coordinators/administrators on all issues of each Cavalcade division.
- Provide reports for all activities for both the fall and spring general membership meetings.
- Assist with the assurance of professional conduct during all Cavalcade events.
- Not be affiliated with any current Cavalcade school/unit whenever possible. This excludes the President, Vice President, Secretary and Treasurer, who must be a band director for this position.
- Propose changes or new revisions for Cavalcade's By Laws along with our Rules and Regulations when necessary.
- Be reimbursed for appropriate budgeted expenses (office supplies, miles, travel, meals, postage, etc...) incurred as a result of fulfilling Cavalcade duties. (Current budget details provided by the Treasurer)
- Be compensated as a Cavalcade judge, for both show fee and mileage, if used to judge a Cavalcade event.
- Assist at all championship events as needed.