

# Education Coordinator

**APPOINTED BY:** International

**TERM:** 2 year rotation

**VERSION DATE:** July 2021

**POSITION SUMMARY:** Oversees development, execution and delivery of regional education and training programmes including the annual regional convention. This role is part of the Regional Management Team.

**RESPONSIBLE FOR:** Arrangers' Coordinator, YWIH Coordinator, Leadership Education Specialist, Convention Facilities Coordinator

## RESPONSIBILITIES:

- Recruits and develops an education team to assist with strategic planning and educational programme content in conjunction with the Directors' Coordinator, Leadership Education Specialist, YWIH Coordinator, and Arrangers' Coordinator
- Liaises with the education team to develop and maintain an education strategy and five-year education plan which supports members' educational needs (both musical and administrative) as well as promoting membership retention and growth
- Prepares an annual education event plan and budget for endorsement by the other RMT Coordinators
- Maintains and develops a regional faculty team to assist in implementing regional educational programmes and coordinates faculty visits to choruses
- Works in coordination with Events and Marketing Coordinators to promote and deliver educational programmes/ events
- Plans curriculum for educational events such as seminars and workshops
- Administers the Region 35 Education Scholarship
- Administers Internationally funded visits for choruses
- Administers the Services To Young Women In Harmony Award
- Appoints support team members: YWIH Coordinator, Arrangers' Coordinator, Leadership Education Specialist, Convention Facilities Coordinator
- Recommends the appointment of primary Convention personnel including a Chairperson of Regional Convention, Conventions Facilities Coordinator and OPL. Also recommends a potential Competition Coordinator to International
- Ensures that forms used by the region are kept up-to-date and stored on the website for choruses to access
- Ensures comprehensive records and materials are forwarded to her successor at the time of handover and training
- Liaises with the Membership and Directors' Coordinators to implement the chapter revitalisation plan for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook
- Approves chapters and prospective chapters for public performance
- Holds auditions for approval of Chapter-at-Large quartets for public performances
- Works in conjunction with the Membership Coordinator in progressing prospective choruses to chartering
- Participate in regional convention activities as requested by the Chair of the Regional Convention.

See Education Coordinator Calendar for details on tasks which can be loaded into Teamwork. See below

## EACH EDUCATION TEAM MEMBER WILL:

- Maintain comprehensive records in a shared regional document repository.
- Train her successor.
- Submit regular progress reports to the Education Coordinator.

- Provide budget information to the Education Coordinator.
- Contribute to, and implement her assignments from the region's Long Range Strategic Plan.
- Maintain effective contact with other regional and international personnel as appropriate to the role.
- Check and respond to emails daily.
- Have up-to-date software and the ability to participate in webinars/Skype/Facetime meetings.

## **POSITION EXPECTATIONS:**

- Strong organisational skills.
- Effective verbal and written communication skills.
- Personal presentation appropriate to a regional representative.
- Ability to work independently and as a member of a team.
- Ability to maintain confidentiality where required.
- Problem-solving and decision-making skills.
- Experience in identifying and providing for the educational needs of the region's members.
- Ability to manage moderate stress in meeting deadlines and working with varying personalities.
- Ability to attend regional events; some travel is expected.

*Each RMT Coordinator is expected to manage her own workload, help others and/or request help when needed from others in the team. Team decisions are made by consensus, and the Team Coordinator takes responsibility for managing the overall decision-making process. The Team Coordinator is expected to monitor overall progress of projects, and identify if there is a need for temporary assistance for a team member, and/or for matters that may include workload, skills, knowledge gaps and team fit.*

*Roles can sometimes overlap and RMT Coordinators are often working on the same project at the same time. Coordinators are expected to manage projects through Teamwork, which gives task visibility to all project team members and provides the Team Coordinator with an overview of all activities.*

*The RMT handbook is available on the International website for reference for all RMT personnel*  
<https://sweetadelines.com/ImgUL/files/RMT%20HANDBOOK%20-%20FINAL%20-%20Revised%206-13-2016.pdf>

*See below*

## EDUCATION COORDINATOR CALENDAR

May	<ul style="list-style-type: none"> <li>• Contact judging panel for following year to enquire if happy to stay on for Education Classes post Convention</li> <li>• Check judging panel for following year for Region #34 to see if potential faculty for Region #35's needs</li> <li>• Ensure judges observation sheets are uploaded post convention within 2 weeks of contest - April/May</li> <li>• Look into education offered by SAI and notify the Region</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> <li>• Convention Survey - ensure Education Questions are relevant. Work with Events Coordinator.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Obtain any feedback regarding convention regarding educational events from survey.</li> <li>• Check Panel for following year and invite International Faculty on Panel to teach on the Sunday following convention.</li> <li>• Education Page - Addaline - put in 12 - 18 months worth of dates</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
July	<ul style="list-style-type: none"> <li>• Re-confirm next years main educational event with discussions on flights and times. Book with Finance Coordinator.</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
August	<ul style="list-style-type: none"> <li>• Re-confirm next years main educational event with discussions on flights and times. Book with Finance Coordinator.</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
September	<ul style="list-style-type: none"> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
October	<ul style="list-style-type: none"> <li>• International Convention - attend any educational events offered</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
November	<ul style="list-style-type: none"> <li>• International Convention - attend any educational events offered</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
December	<ul style="list-style-type: none"> <li>• Re-Confirm with next years judging panel who is staying as faculty and technical requirements to give to Events Coordinator</li> <li>• Faculty Training the Region - what does the Region need?</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
January	<ul style="list-style-type: none"> <li>• Send out schedule for this years Convention Educational Classes</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
February	<ul style="list-style-type: none"> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> <li>• Check on all technical requirements for judges classes at Regional Competition with OPL</li> <li>• Faculty Training the Region - what does the Region need?</li> </ul>
March	<ul style="list-style-type: none"> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>
April	<ul style="list-style-type: none"> <li>• Beginning of April, draw up new application form for Regional Representatives for any new potentials</li> <li>• Mid April ensure all Regional Representatives wish to stay and place on SANZ site. Is there anyone new?</li> <li>• Telephone and Email to check in with 'your' Regional Chorus - currently X Chorus</li> </ul>