

February 14, 2017

### ***Chorus Director Liaison***

**RECOMMENDED BY:** Regional Front-Line Directors  
**ACCOUNTABLE TO:** Regional Education Director (RED)  
**TERM:** 1 year

**Intent:** This is the Resource Staff Specialist position that is recommended to the Regional Education Director by the front-line directors of the regional choruses by a process to be defined by the region, and that recommendation may come from a front-line chorus director vote or other recommendation process. The RED makes the appointment on an annual basis. The Chorus Director Liaison communicates educational needs and goals of front-line chorus directors, assistant directors and associate directors within the region with the Regional Education Director and Education Resource Staff.

#### **Responsibilities:**

- Facilitate communication among the Chorus Directors in the region
- Create networking opportunities among chorus directors
- Communicate educational needs of the directing community (directors, assistant and associate directors) within the region to the Regional Education Director
- Mentor chorus directors as needed
- Facilitate DCP Training opportunities
- Monitor DCP participant testing and advancements
- Meet with the Regional Education Resource Staff as requested

#### **Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

#### **Position Expectations:**

- Strong interpersonal skills
- Ability to work independently and within groups
- Strong verbal and written communication skills
- Some travel expected