

## **Quartet Education Specialist**

**Appointed By:** Regional Education Director

**Accountable To:** Regional Education Director

**Term:** 1 year appointment

### **Responsibilities:**

- Receives from the Regional Education Director the monthly list of registered quartets sent from SAI and forwards the list to those registered quartets
- Utilizes that list and, using any media form desirable, stays in contact with registered quartets on a regular basis, encouraging and assisting them as needed
- Coordinates with the Regional Education Director and any assigned chair to assist in presentation of regional quartet workshops and classes
- Assists in developing ideas or programs to provide for first-time quartet competitors
- Serves as the Chapter at Large (CAL) Quartet Liaison to facilitate quality control and education ideas or issues
- Coordinates quartet promotion throughout the region to include classes, upcoming quartet activities, ideas for public relations and performance opportunities, as well as quartet education materials available through SAI
- Collaborates with past regional quartet champions to renew interest in the Silver Pinnacles to design some venture(s) in which they can participate to offer assistance to regional quartets

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

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education 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 organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Some experience working with educational needs of our members

- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events, some travel expected