

**MUSIC FESTIVAL ASSISTANTS**  
**JOB DESCRIPTIONS**

**IMPORTANT: DRESS NEATLY – SLACKS OR DRESS/SKIRT, NO T-SHIRTS.**  
**ALL ASSISTANTS ARE TO REPORT THIRTY (30) MINUTES BEFORE THE FIRST EVENT.**  
**DO NOT LEAVE YOUR ASSIGNMENT UNLESS CLEARED WITH FESTIVAL MANAGER.**

**ADJUDICATOR ASSISTANTS:**

- A. Assist the adjudicator in keeping rating sheets in order and verifying ensemble's or soloist's name on the rating sheet.
- B. **Be sure the rating sheet matches the ensemble or soloist.**
- C. When the adjudicator indicates, announce the ensemble's or soloist's name and school.
- D. Return the adjudicator's music to the ensemble or soloist immediately after the performance.
- E. Help keep the festival on schedule by:
  - 1. Allowing each participant the proper amount of playing time (start time when indicated by the adjudicator).
  - 2. Keep adjudicator informed of performance time.
  - 3. If performance room falls behind schedule, ask office assistant to inform festival manager.
- F. Do not put rating sheets inside music!
- G. Label in large letters **NO SHOWS** and **CANCELLATIONS** and return with the regular rating sheets. Do not throw sheets away.
- H. Runners will pick up rating sheets at regular intervals. Unclaimed music may be picked up at this time also. **ONLY THE RUNNERS ARE TO GET THE RATING SHEETS!**
- I. Keep pencils sharp.
- J. Keep the adjudicator supplied with coffee, water, pop, etc. throughout the day.
- K. Bring adjudicator to festival office at lunchtime and end of day.

**PERFORMANCE CENTER ATTENDENTS (Doorkeepers):**

- A. Collect the adjudicator's music from participant. Check to make certain that measures are numbered. **Copyright Laws** prohibits the use of copied music. **Please send student or teacher to festival office** if copied music is presented without authorization.
- B. Check to make certain that the ensemble's or soloist's name, school and city is on the adjudicator's music. Inform participant that the adjudicator's music will be returned immediately after the performance.
- C. Give music to adjudicator assistant.
- D. Keep record of who has performed and who is ready to perform.
- E. Help keep the festival on schedule by encouraging student(s) to enter the performance room as soon as a performance has finished and to prepare for their performance. **Then**, participant(s) should wait for their introduction before announcing and presenting their selection.
- F. Inform student(s) about unusual room conditions.
- G. Keep the halls quiet during performances.
- H. If someone fails to show up for a performance, move on to the next one.
- I. **DO NOT ALLOW ANYONE TO ENTER DURING A PERFORMANCE!!!**

**OFFICE ASSISTANTS (Runners):**

- A. Collect music (if left in the performance room) and adjudication sheets from performance rooms. Do not show or give adjudication sheets to students or teachers.
- B. Help keep the halls quiet. **Also** patrol halls for improper conduct, etc.
- C. Collect, sharpen, and return pencils to adjudicator assistants.
- D. Deliver refreshments to festival personnel and adjudicators.
- E. Remain close to festival office for further directions.

**PRACTICE ROOM MONITORS:**

- A. People are allowed to be in the room for 10 minutes only. Two or more people from the same school; still only 10 minutes.