

ISSMA INSTRUMENTAL EDUCATION DIRECTOR

The primary responsibility of the position is to assist in the planning and facilitation of all instrumental music events and activities of the organization. This includes, but is not limited to, assisting in recruiting, training, and evaluating all ISSMA adjudicators for marching band, concert organization, solo and ensemble, and instrumental jazz events.

In addition, this individual will work with the ISSMA office team to coordinate scheduling and all details related to running quality music festivals and events. The job requires many weekends for events and committee meetings, so candidates should be aware of the time commitment for fulfilling the duties of the job.

The potential candidate should possess excellent communication skills that allow them to engage in productive and beneficial conversations with fellow music educators regarding rules, policies, and deadlines.

Furthermore, the ideal candidate should have the ability to multi-task daily, and possess experience and knowledge of ISSMA events, procedures and policies. A strong working knowledge of Excel, Word and other Microsoft products is a plus.

In addition to day-to-day administrative responsibilities, the ideal candidate will be asked to present at universities and music conferences, to promote ISSMA and educate future and current music educators on ISSMA's mission to support music in Indiana schools.

Finally, the ideal candidate will be comfortable speaking in public, as they will be called upon many times to do so on behalf of ISSMA. Any further questions regarding the position can be directed to Randy Greenwell, Executive Director, ISSMA Inc.