**MSBOA Mentor Program**

The basic premise of the Mentor Program is to set up a system that will pair an experienced instrumental music teacher with a person who is new in the profession or new to our district.

Below are a few ideas of how a mentor program could help a new band or orchestra director.

1. Accompany the new director to district meetings.
2. Familiarize him/her with the website and policies.
3. Remind the director about application deadlines.
4. Visit the new director at school and observe rehearsals.
5. Invite the new director to the mentor's school to observe rehearsals.
6. Aide and give information on band or orchestral literature for concerts and festivals.
7. Make sure that the new director plans to perform a selection from the required music list prior to going to Band & Orchestra Festival.
8. Being a sounding board for any questions or problems the new teacher might have.

These are just a few ideas; more would develop over the course of the year. The main goal is to help a director fresh out of college or new to our district get a solid start as a music educator.

**Festival Worker Job Descriptions**

**Solo & Ensemble Festival**

**Performance Room Chairperson**

* Assist the adjudicator in setting up the room to his/her liking.
* Greet performers with a smile!
* Take the judge’s score from the performer. Make sure that it is the original score and see if the measures are numbered.
* Assist the performer(s) with setting up their chairs and stands. Assist them with tuning if necessary.
* Give the performer’s score and the appropriate blank comments sheet to the adjudicator before the event begins.
* Announce the event: Student name(s), school and title of the piece(s).
* Time event to make sure event exceeds the minimum time requirement (MS 1:30, HS 2:00)
* After the student performance, lead the applause.
* Following the adjudicator’s comments, escort the students from the room and prepare for the next event.
* Between events, check the adjudicator’s grades/scores on each comments sheet and initial next to the final rating.
* Completed rating cards and the original score may be returned to the performers when you post their rating outside the performance room.
* The comments sheets will be collected by an Area Chair or Office Worker. Do not give them to students.

**Area Chairperson**

* Canvas your assigned sections/area of the Festival and collect completed comments sheets from the Performance Room Chairs.
* Comments sheets should be returned to Headquarters and filed according to the instructions of the Site Chair.
* Generally, each participating school has a collection envelope. Completed comments sheets are placed in the envelope and checked off on an attached copy of the schools performance roster.
* Serve as a liaison between Headquarters and the performance rooms. This may entail delivering lists of cancellations, extra comments sheets, returning materials to Headquarters, etc.

**Office Worker**

* Set up materials in Headquarters including lists of cancellations, worker sign-in, collection envelopes for each participation school, etc.
* Assist the Site Chair with operations such as worker sign-in, distributing adjudicator packets, collecting expense forms, etc.
* Take completed comments sheets from Area Chairs and file them appropriately in the school’s envelope. Generally, each participating school has a collection envelope. Completed comments sheets are placed in the envelope and checked off on an attached copy of the schools performance roster.
* At the conclusion of the Festival, collect all materials in Headquarters and assist Site Chair with “closing up shop”.

**Band & Orchestra Festival**

**Performance Room**

* Welcome the performers to Festival!
* Deliver judges’ scores to the adjudicators (if not already done by student workers)
* Assist director/students with setting up the stage for performance.
* Announce the ensemble. Please use the script provided by MSBOA. Check with ensemble director for pronunciation of difficult titles or names.
* Time each event. (Senior high school AA, A, and B ensembles are allowed 30 minutes. Class C and D, and all middle school/junior high ensembles are allowed 25 minutes. This time includes setting up chairs, stands and equipment, entering the stage, playing, and leaving the stage.)
* For MS ensembles, help facilitate the judge’s clinic on stage. Keep the Festival on time.
* Following the performance, remind the audience that they are welcome to join the ensemble in Sight Reading and provide directions to that location if possible.
* Assist students with clearing their percussion equipment from the stage.

**Sight Reading Room**

* Welcome the performers to Sight Reading!
* Assist performers with setting up quickly.
* Ask the conductor how they would prefer you to keep their time. (Some prefer you to count up, other count down. Some like to know every minute, or every 30 seconds, etc.)
* Ask the conductor if he/she would like the rules read to the ensemble. Some directors forego it with experienced ensembles.
* Assist with music distribution (unless student workers handle this).
* With a stopwatch, time each group and alert the director as requested.
* Following the adjudicator’s comments, ask the students to put the music back in the folders and assist with music collection.
* Help students to move percussion equipment out of the room quickly.

**Office Worker**

* Set up materials in Headquarters including worker sign-in, collection envelopes for each participation school, etc.
* Assist the Site Chair with operations such as worker sign-in, distributing adjudicator packets, collecting expense forms, etc.
* Collect comments sheets from all judges when they are completed. Check to see that their scores equate to the final rating. Initial next to the final rating and file them appropriately in the school’s envelope.
* Collect professional performance recording from the performance room.
* Collect the verbal comments recording from the appropriate adjudicator.
  + If using digital recorders, you may also have to download then to a computer and return the device quickly. See Site Chair for procedure.
* When all ratings have been and verified and entered into the computer on the MSBOA site (see Site Chair for procedure), place all collected materials in the appropriate school’s envelope and check them off on sheet, if provided.
* Post adjudicator ratings for each group as completed. Location is provided by the Host.

**District Mentor Assignment**

Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a Mentor, it is your responsibility to reach out to your mentee and welcome them to MSBOA as well as provide them with guidance throughout the year.

Please offer your assistance to help them with any of the following topics:

* Registering for MSBOA membership
* Navigating the website
* Invite/accompany them to MSBOA meetings, including DDD and MMC
* Remind and assist them with Festival registrations and forms; remind them to order judges’ scores early
* Remind them about deadline dates
* Offer suggestions for music selection (B&O and S&E)
* Assist with classroom organization, lesson plans and classroom management issues
* Offer general encouragement as well as serve as a sounding board for frustrations and concerns
* Offer suggestions for dealing with parent and administrative conflicts
* Set up a time to go to their classroom and observe their teaching.
* Invite them to your classroom to watch you teach.
* Share non-MSBOA opportunities with them, i.e. honors bands, workshops, etc.