

## ALCM Remote Education Coordinator Task List

The information below is a list of tasks the Education Coordinator has taken care of in the past, intended to be an aid to understanding the general flow of tasks for someone with this role.

### Tasks

- Raabe Prize
  - Solicit for submissions
  - Organize submissions and disqualify/eliminate:
    - Submissions from composers who have already won
    - Submissions that do not have appropriate identifying information redacted
    - Submissions that simply do not fit the criteria of the prize
  - Pass submissions along to committee who choose a winner
  - After winner is chosen
    - Contact winner
      - Ask what charity they would like half the prize to go to
    - Contact publisher (where appropriate)
    - Press release
    - Website update
    - Keep in mind that it will likely be featured during an odd-number year conference
  - Video interview with composer (Zoom is helpful) and share
- Hearts • Hands • Voices
  - Find hosts
  - Help determine programming
  - Update list of events on website
  - Create event page
    - Registration form (Wufoo)
    - Event Location
    - Cost
    - Event Date and Time
    - Event Details
  - Advertise
    - Monthly emails
    - Targeted emails using large contact lists (Constant Contact)
      - Use the ALCM mass email document to create an email list based on appropriate states (the state where the event is held and any nearby states if the event is held in a city close to a state border)
    - Emails to local synod and district offices
    - Consider emails to other professional music associations
  - Communicate important details with participants/leaders
  - Follow-up survey to evaluate event
- Mid-size events
  - These are essentially larger HHV events and take the same type of work

- Examples include:
  - 2025 Composers Symposium
  - 2026 Music that Makes Community Residency
- Conferences
  - Exhibitors
    - Solicit
    - Information Form
    - Registration Form
    - Communication
  - Build Website
    - Typical pages include
      - Homepage
      - Schedule
      - Presenters
        - Bios and pictures
        - Organize pictures to share with conference book creator
      - Workshops
        - Titles and descriptions
      - Pricing
      - Conference Hotel
      - Exhibitors
      - Scholarships
        - Updated scholarship form is necessary.
        - See later information about working with Scholarship Committee
      - Donate
    - Others may be necessary
  - Registration Form - Wufoo
    - Regular registration form
    - Comped registration form
    - Student registration form
    - Forms for extras (add-ons, housing)
  - Meeting Notes
  - Contracts/Agreements with presenters
  - Track Payments and request W-9s where appropriate
  - If on a college campus, dorm housing becomes an extra task
    - Determine prices that account for administrative work
    - Communicate clearly what exactly comes with the room
  - Work with Conference location on shipping, exhibitor details
  - Communicate details about upcoming conference in informational emails
    - Workshop selection (ensures our spaces are big enough and that presenters bring enough handouts)
    - Bussing, Meals
    - Daily emails

- Room changes
    - Important reminders
    - Other announcements
  - Work Registration Table at conference, serve as hub of information
    - This also involves helping to prep any conference materials for registrants
- Even-number Year Conferences
  - All listed above under Conferences
  - Serve as chair, run meetings
    - These conferences have often been in conjunction with LSM
    - Work closely and carefully with LSM Executive Director
- Norma Aamodt-Nelson and Conference Scholarships and Church Music Grants
  - Scholarships
    - Create Scholarship Application form
    - If references are sought, communicate with references
    - Collect and organize all materials and send to scholarship committee
    - Communicate results with applicants
  - Church Music Grants
    - Create Application Form
    - Collect and organize materials to send to scholarship committee
    - Communicate results with applicants
    - Solicit for reports from grant recipients. Pictures are especially nice to get
- Other
  - Update Webinar information
    - This also involves an updated Wufoo Form
  - Board Reports
  - Assist with Webinar coordination

**Other Potential Duties:** as assigned by the Executive Director.

**Working Conditions:**

This position requires the physical ability to navigate conference and ALCM program and event locations. Responsibilities will require incumbent to occasionally lift and/or move up to 25 pounds and navigate challenging physical spaces in which equipment is located. The position requires manual dexterity; balance; standing, walking, and sitting for extended periods of time; and the ability to successfully pass a driver's license vision test. This position requires the incumbent to be able to use a standard telephone, computer, and other technology necessary for accomplishing 21<sup>st</sup> century work tasks. The Education Coordinator is expected to work from a home office or have other remote office arrangements and to have access to a computer and other necessary office equipment and supplies.

**Compensation:** Hourly position up to 15 hours per week starting at \$20.00 per hour. There are no additional benefits for this part-time position.