



# Executive Director

Tri-State Marching Arts is seeking a qualified candidate for the position of Executive Director. This candidate would serve as an Executive Director “in training” for the 2019 competition season shadowing our current Executive Director. All duties and responsibilities would transfer to the new Executive Director for the 2020 season. Interested candidates should send their cover letter and resume to the President of the Tri-State Board, Doug Wash, via his email – TMAPres@gmail.com. Any questions may also be directed to Doug Wash via his email. Deadline for applications is Friday, June 22<sup>nd</sup>.

## **Responsibilities:**

- To provide administrative direction and oversight for all circuit activities.
- To delegate specific tasks to TMA staff members as outlined per their job functions when and as needed.
- To help establish and maintain the circuit policies and procedures while staying in compliance with WGI adopted rules and regulations.
- To handle all business of the circuit while fostering a culture of sportsmanship, professionalism and respect at all levels.
- To oversee the preparation of the season by communicating in a timely fashion with all show sponsors, member units, TMA staff, support vendors and Board of Directors.
- To monitor the daily activities of the shows, including, but limited to, the managing of the tabulation table, and presentation of awards, the PR of the circuit and the flow of the overall show.
- To leverage the support of a Contest Director at select shows or double show weekends.
- To serve as a liaison for all members, show sponsors, judges and staff to ensure the smooth operation of circuit activities.
- To coordinate, implement and facilitate all of the plans for circuit championships.
- To adhere to the circuit budget and maintain all financial records for all incoming and outgoing funds by working closely with the circuit treasurer. This includes turning in expense reports monthly to the circuit treasurer.
- To work directly with the Tri-State Marching Arts Board of Directors to plan, implement and promote growth within the circuit through the recruitment and retention of participating units. This includes working with all standing and ad hoc committees of the Board as needed.
- To collaborate with WGI and other circuits in the sharing of best practices and community.
- To help develop resources and reference material to sustain the continued growth and well-being of the circuit.
- Frequent in-season week-end work and travel required.



**Qualifications:**

- Must possess excellent written and verbal communication skills.
- Enjoy working with people and fostering the educational atmosphere of our circuit.
- Ability to handle multiple tasks, while staying organized and meeting critical deadlines.
- Excellent interpersonal skills and experience with public speaking in presenting to groups.
- Attention to detail and organizational skills are a must.
- Preferred (not required) experience in non-profit work and/or small business operations.
- Preferred (not required) working knowledge of the pageantry arts activity.