

McLean Orchestra

Officer Positions

What is an officer position? Why should I apply?:

Students who apply to one of the officer positions below will have the opportunity to become a leader within the orchestra. These type of leadership opportunities will show that you have some of the qualities that colleges will look for in applicants one day.

Wait... how much extra work will I have to do?

That will depend on the position, some will require a little work throughout each week and others will be more work a few times a semester. Please read through the descriptions of the officer positions below and only apply if you are ready to commit to do the work required.

Attendance Clerk: 1 per class period. Responsibilities include:

1. Assisting with daily class attendance: When the tuning countdown ends, mark all students not in their seat as tardy, as well as absent students. This means YOU have to be on time every day!
2. Taking attendance for concerts and trips. You will need to arrive early and write down when each student arrives.

Librarian: 1 per class period. Responsibilities include:

3. Extra copies of music: Students in your class will come to you if they lose their sheet music. Librarians will be the only students allowed to access the folders of extra copies. It is your responsibility to let Mrs. Howard know if we are out of copies for a piece.
4. Organizing and filing: About once a month, librarians will help with putting the parts/scores back into the filing system in the orchestra room. We will meet before school for around 30 minutes.

Stage Manager/Technology Assistant: 1-2 per class period. Responsibilities include:

1. Directing concert set up/tear down: This does NOT mean that stage managers will be the only students setting up chairs/stands. Stage managers are expected to understand how the chairs will be set up and to help direct everyone to get the chairs in the correct place. Stage managers will also help make sure that chairs and stands are placed back on the racks the correct way.
2. Helping other students with Charms software to record playing tests.
3. Run lights, projector, and sound equipment at concerts.

Event & Publicity Coordinator: 1-2 per class period. Responsibilities include:

1. Working together to promote the concert and group accomplishments. This includes making posters for the hallway, invitations, and announcements.
2. Greeting audience members before the concert and handing them a program.
3. Varsity level: Announce the groups/pieces during the concert (you get a microphone!).

Officer Application

applications are due Friday, August 26th

Name: _____ Class Period: _____

What is your first choice position? (Circle one)

ATTENDANCE

LIBRARIAN

STAGE MANAGER

EVENT COORDINATOR

What are three qualities that you have that make you a good fit for that position? (*Example: friendly or dependable*)

1. _____

2. _____

3. _____

What is your second choice position? (optional)

ATTENDANCE

LIBRARIAN

STAGE MANAGER

EVENT COORDINATOR

What are three qualities that you have that make you a good fit for that position? (*Example: friendly or dependable*)

1. _____

2. _____

3. _____

In at least 3 complete sentences, tell Mrs. Howard why you are interested in becoming an officer this year.