



Job Title: NTCA Contest Director

Reports to: NTCA Executive Board

Pay Grade: As established by NTCA Executive Board

Date Revised: 8/31/2016

Terms: October 1, 2016 – May 31, 2017

IRS Wage Status: Contract Services

Deadline for Submission of Resume: September 15, 2016 to susan.hanggi@gmail.com

Primary Purpose:

The North Texas Colorguard Association, a 501(c)3 recognized organization, was founded in 1993 to promote the winterguard and indoor percussion activities in North Texas and provide opportunities for all interested parties to learn from each other as well as compete against each other in friendly and fair venues. It is the primary purpose of the Contest Directors to meet the needs of each of our member units and instructors by coordinating the membership and contest operations of the North Texas Colorguard Association.

Qualifications:

Special Knowledge/Skills

Experience in the colorguard field preferred
Working knowledge of NTCA contest procedures
Ability to work within and meet all deadlines
Powerful communication, public relations and interpersonal skills
Thorough understanding of contest and circuit operations
Ability to manage budget and contest personnel
Demonstrated ability to maintain a website
Strong organizational skills

Note: Current Executive Board members will not be considered for this position due to potential conflicts of interest that could occur. If a Board member seeks consideration, a resignation from his/her current office will be required if selected for the position.

Major Responsibilities and Duties:

1. Report to Circuit Administrator and Executive Board.
2. Handle all details and phases of running contests sanctioned by the Circuit.
3. Responsible for all NTCA owned items (Floor tarps, sound systems, tabulation equipment, adjudication materials, equipment trailers, etc.) necessary to execute a contest.
4. Maintain a current awareness of rules and interpretations.
5. Ensure each contest is run in the same manner.
6. Ensure all units at the contest are aware of any conditions or problems that may arise at the contest.
7. Record damage at contests caused by any unit.
8. Submit an invoice or financial statement to the host school regarding monies due to or from NTCA.
9. Submit an end of day Financial Report to the NTCA treasurer with amounts paid for fees and expenses and amounts collected from host.
10. Final say regarding any changes to the schedule, or the contest day, at the contest.

Working Conditions:**Mental Demands/ Environmental Factors:**

Maintain emotional control under stress
Work with frequent interruptions
Frequent prolonged and irregular hours

Physical Demands

	Not Required	Occasional	Frequent	Constant
Bending			X	
Pushing			X	
Hearing				X
Reaching				X
Climbing		X		
Seeing				X
Speaking				X
Standing				X
Lifting			X	
Walking				X

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Interested parties should submit a letter of interest and resume via email to the following address by September 15, 2016: Susan.hanggi@gmail.com