



Position Description – Chairperson / Administrator – Judging Panels

Music Theatre Guild of Victoria

Position Title:	Chairperson / Administrator – Junior and Open Judging Panels
Reports to	Music Theatre Guild of Victoria Committee
Directly Supervises	Judges within the Junior and Open Panels

1. Primary Objective / Principal Responsibility:

- To fulfil the requirements of the judging panels of the Music Theatre Guild of Victoria in regard to **administration support** in an efficient manner whilst maintaining the ethos and privacy of the judging panels. **This is not a judging position**

2. Specific Responsibilities / Accountabilities:

- To co-ordinate, attend and chair all meetings of the junior and open panels (approx. total of 8 per year)
- To forward to judging panels - and cc the production manager -all submissions for judging.
- To ensure that a majority of judges can attend each production, and if not, contact relief judges accordingly.
- To contact companies, as requested by the judging panels, for performance suggestion at the annual awards night.
- To provide an updated list of performing items to the production manager of the awards night.
- To maintain privacy and confidentiality of the panels.
- To be the “face” of the panels and be the liaison between panel and member companies / schools.
- To scan all copies of the front page of production programmes for submission at the end of the year.
- To compile a list of productions for submission at the end of the year.
- To compile an ongoing list of nominations and commendations for the panels to be presented with as the year progresses.
- To compile a list of attendance at productions of each panel member.
- To compile a scoring spreadsheet at the end of the year for each panel member to work from.
- To provide a copy of any relief judge reports to be presented at each meeting.
- To be the liaison between the MTGV committee and the judging panels and provide reports to the committee as requested



- To present a full detailed report to the committee at their meeting prior to the awards night, highlighting the year, the judges attendance and suggesting any improvements the panel conveys.
- Providing the panel with guidelines for nominations.
- Providing and adhering to the Code of Conduct as supplied by the committee.
- Forwarding the final list of nominations and commendations to the committee for publishing, with 100% accuracy.
- Compiling the nomination envelopes and recipient slips for the Awards night, in line with the high standard of presentation that the guild expects.

3. Qualifications / Education:

- Previous experience within the theatre community or an administrative role.

4. Required Experience:

- Administration Experience.
- Customer Service Experience.
- Experienced in Microsoft Office Suite and Publisher.
- Attention to Detail.
- Teamwork / Collaboration.
- Negotiation and conflict resolution skills.
- Planning and Organisational skills.

5. Confidentiality:

- Any information obtained in the course of your role as the Chairperson for the Judging Panels of the Music Theatre Guild of Victoria is confidential and should not be used for any purpose other than the performance of the duties for which the Chair is appointed.

6. Note:

- Statements included in this position description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Approved by _____ (President – Music Theatre Guild of Victoria)

Signature _____ Date ____ / ____ / ____

Chairpersons Name _____

Signature _____ Date ____ / ____ / ____