

# Adjudicator's Assistant

**Reports to:** The Adjudicator Assistant Coordinator

## **Job Overview:**

The Adjudicator Assistant (AA) helps keep the Adjudicator on track with paperwork and the schedule that is provided of the participants at any given venue. The time blocks are usually about three hours long. Training is provided.

## **Job Details:**

Each venue has a desk for you and the adjudicator that will have **A Binder** and if necessary a **Box** with other supplies. These contain all the paperwork that you will need to keep the Adjudicator on schedule. You are also tasked with "protecting" the adjudicator from parents/teachers. It is written in our Syllabus that no one may approach the adjudicator, especially with complaints, but typically the parents want to thank him/her after the class or want clarification on something he/she said to their child. That's okay but ultimately if a parent or teacher starts to get snarky, you should step in and refer them to the Festival administration.

## **Before you start**

Arrive 30 minutes ahead of start time for your first session.

The paperwork will have been inspected by the ones who put it together, and by the Discipline Coordinator who will bring it all to the site. You should take the time to familiarize yourself with it. You will be contacted prior to your arrival by the Discipline Coordinator who will inform you of anything particular to your sessions.

Put out the pencils, etc for the Adjudicator and yourself. Get some water bottles from the front desk for the two of you. Please note there is to be **NO OTHER FOOD** or **DRINK** in the Sanctuary of a Church. (You and the Adjudicator may be excused for coffee, tea...)

Take out the appropriate Adjudicator's Sheets and Certificates for your session.

## **Start of Session**

Collect music from the participants of the first class. Have them mark the page it is on and if they are doing more than one piece, what order they will be doing it in. The Music for the Adjudicator **MUST BE** original because of copyright laws. Music that is bought on the Internet will have an indication on it. Photocopies are not allowed. Find the "set piece" music in the box if applicable.

Welcome the audience and participants, and introduce the Adjudicator briefly. It is not necessary to read the entire bio. Refer to the Program book or website if anyone wants more. Thank the sponsors for the site (they will have a poster at the front of house desk)

Ask people to turn off phones, and officially there is to be **NO** video, photo, flash during performance or adjudication. This is of course unenforceable. We cannot stop parents from taking photos or video of their own child's performance. **Do try to enforce NO VIDEOS of other participants or of the ADJUDICATION. The Adjudications are the copyright of the Adjudicator.**

Call up first performer. Give the Adjudicator the music, and the adjudicator sheet for her notes.



Sit back and enjoy the music! After the performance, ask the performer to sit in one of the front rows. You should ask the Adjudicator if this is what they prefer.

The Adjudicator will now finish her notes, and give you the results: a mark, or a Gold, Silver, Bronze standing. Remember that this will depend on the class. If the class is marked "C" it is competitive which means that the participants receive a mark, and **there can be only one first place**, although there can be ties for second or third. You should write down the mark as well as the place (first, second, third) on the program page as well as on the certificate. If the program shows a class as "N" this means non-competitive which means that they get an adjudication, but no mark. They do receive a Gold, Silver, or Bronze Certificate. There can be any number of Gold, Silver, or Bronze standings in a non-competitive class. In this case, affix the appropriate sticker over the spot on the certificate. Some (very few) classes will be "Participation Only". In this case the participant gets an adjudication report, and a certificate with their name and class only, but no mark, standing, or sticker.

Call up the next performer and do it all over again until everyone in the Class has finished.

**Record the marks in the binder and make up the appropriate certificates.** The Certificates are pre-printed with the participant's name and class. All you have to do is fill in the mark and the standing (First, Second, Third). Affix Gold, Silver, Bronze stickers only for non-competitive classes. You do not have to add anything to the Certificates for the "Participation Only" classes.

When the Adjudicator is speaking to the participants and you are finished (be sure to keep the adjudicator on time), bring the certificates up to the Adjudicator, who will present them. Return the music to the participants.

Start the next class and continue this way until your session is finished. Please try to keep the Adjudicator on schedule and not fall too far behind. At no time should you start ahead of time.

At the end of the session, **you must report all of the results as soon as possible.** The easiest way, if you have a smart phone or tablet, is to take a photo of the pages with the marks in the binder and to e-mail them to Kim or Christopher. Their e-mail addresses are on the bottom of each program page in your binder. Otherwise take down the results and e-mail them from home.

If you are the last one of the day, pack up the box and leave things tidy.

#### **Qualifications:**

The Adjudicator Assistant should have the following characteristics:

- A positive people-person
- Good communicator
- Comfortable with last minute changes

**Note that you do not need to be a musician in order to successfully fill this important volunteer role.** You do need to understand how to communicate with a number of people and adapt to change with a positive attitude. Understanding the importance of our mandate (to promote the study and enjoyment of music in our young people) and the integral part you play in providing a positive Festival Experience is key to being successful in all of our volunteer positions.

**For more information or to express interest in this position,  
please contact Kim Chadsey, Executive Director  
613-818-4664 or kim@okmf.ca**

