**REGION 22 MUSIC EXECUTIVE COMMITTEE**

**CALL FOR APPLICATIONS / RESUMES FOR THE POSITION OF EXECUTIVE SECRETARY**

**REQUEST FOR APPLICATIONS / RESUMES**

**POSITION:** EXECUTIVE SECRETARY, UIL MUSIC REGION 22

**POSTING DATE:** March 1, 2019

**CLOSING DATE:** April 19, 2019

**PREFERRED QUALIFICATIONS:**

* Extensive successful experience in UIL music events (concert / sight-reading, solo-ensemble and marching)
* Excellent interpersonal skills. Strong communication skills
* Highly organized
* Technology literate-competency in web based information sites for directors and other interested individuals
* Ability and willingness to provide a high level of information and service to UIL-member school music teachers and administrators

**RESPONSIBILITIES:**

Arrange for UIL Region 22 music competitions as directed by the Region 22 Music Executive Committee as outlined in the *UIL Constitution and Contest Rules* and other supporting documents.

**START DATE:**

The successful candidate will begin a one-year collaborative internship on July 1, 2019 at a salary to be set by the UIL Region 22 Music Executive Committee. On July 1, 2020 the successful candidate will become the full time UIL Music Region 22 Executive Secretary.

**REPORTS TO:**

UIL Region 22 Music Executive Committee and the UIL State Director of Music.

**HONORARIUM:**

To be determined by the UIL Music Region 22 Music Executive Committee after discussion with the successful applicant.

**APPLICATION INFORMATION:**

Interested individuals should submit a letter of interest and an updated resume with three references to:

Dr. Jeannie Meza-Chavez, Superintendent

Chairman, UIL Music Region 22 Executive Committee

San Elizario Independent School District

P.O. Box 920

San Elizario, TX 79849-0930

Information may be emailed to: [jmeza-chavez@seisd.net](mailto:jmeza-chavez@seisd.net)