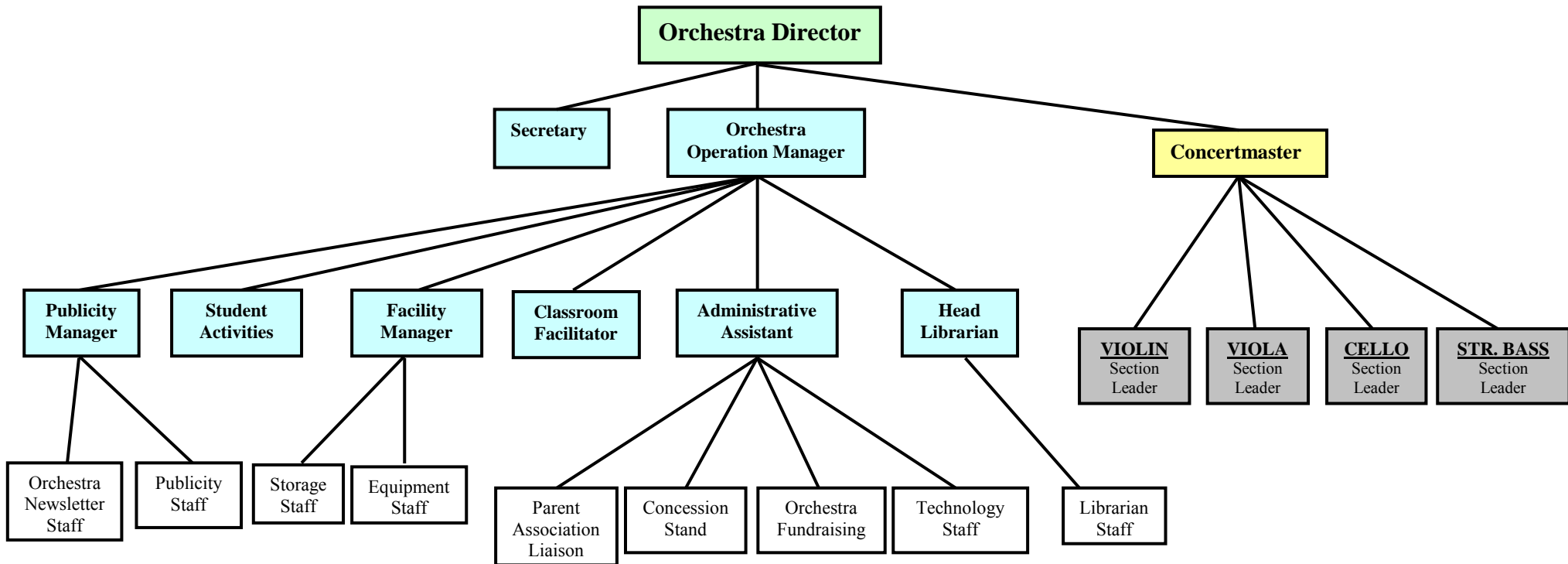


Johns Creek High School Orchestra Leadership Team 2011-2012



Management Team

Operation Manager – Anna Malcom

Administrative Assistant(s) – Katy Thirey and Katie Hogan

Secretary – Abhiti Prabahar

Officers and Staff

Classroom Facilitator – Jenny Di

Publicity Manager – Angel Chen

Student Activity – Richa Bhardwaj and Christie Sui

Facility Manager(s) – Leigh Healey

Librarians – Sophia Park (head), Mishell Park, Priscilla Kim, and Faith Han

Johns Creek High School Orchestra

Officer Duties/Responsibilities

Operation Manager:

- Communicate between Mr. Kim, Leadership Team, and Parent Boosters
- Coordinate orchestra activities (sectionals, student activities, etc...)
- Lead Leadership Team meetings and help set future goals
- Make classroom announcements
- Assist Mr. Kim with taking class and after school attendance
- Provide assistance to Mr. Kim when needed

Administrative Assistant(s):

- Help schedule concession stands
- Coordinate Orchestra Fundraisers
- Communicate with Orchestra Parent Boosters
- Coordinate events with Publicity Manager
- Communication (via Email, Student Facebook, etc...)
- Manage Orchestra Student Facebook account
- Coordinate Technology-related Instructions (website, video/audio activities, etc..)

Secretary

- Keep minutes of all leadership meetings
- Communicate with all members of orchestra regarding functions and activities

Classroom Facilitator:

- Organize Orchestra Room for class/rehearsals/concerts
- Facilitate classroom management
- Take daily attendance
- Make daily announcements

Facility Manager:

- Organize Orchestra Room for class/rehearsals/concerts
- Setup and break down for rehearsals/concerts
- Collect equipments (tuners, rock stops, etc...) after rehearsals/concerts
- Organize/Store other equipment (keyboard, amps, stands, etc....)
- Maintain a clean orchestra room, practice room, and instrument storage room

Student Activities:

- Organize monthly student activities
- Help plan for Potluck Dinner and Banquet activities (i.e. paper plate awards)
- Take pictures and record orchestral activities
- Manage archives of orchestra pictures
- Help design orchestra t-shirts

Publicity Manager:

- Informs the Johns Creek Community regarding concerts and special events
- Manage and operate quarterly Orchestra Newsletter
- Coordinate events with the Orchestra Administrative Assistant
- Take pictures and record orchestral activities

Librarians:

- Organize music (sinfonia, philharmonia, symphony, chamber, condensed scores, etc...)
- Distribute/collect music for rehearsals/concerts
- Organize library/practice room
- Set procedure for cataloguing/organizing music