

# NC HONORS BAND AUDITIONS

## DIRECTOR DUTY DESCRIPTIONS

**Judge 1 / Judge 2:** You have been assigned to serve as a “Blind Judge” for this year’s auditions. Please remember that you may not have contact with the auditioning students for any reason. You and your judging partner should be in discussion throughout the day about your scores to make sure that you are staying within a reasonable range of one another. You are not to ask the Room Proctor for any input regarding the student audition since the proctor has seen the student, knows their name, and knows what school/district the student is from. Before turning score sheets over to a Room Proctor, Judges MUST total their scale scores, enter a grand total at the bottom of the sheet, sign their score sheet, and enter their scoring information on the tally sheet that will be kept in the room. **Judges should bring pencils & calculators to the auditions.** You may use a phone for your calculator, but please make sure it is in “Airplane Mode” and turned to “Silent” so that there is no chance of it ringing/vibrating during a student’s audition. **Judges will be given score sheets, copy of scales, copy of solo, and copy of sight-reading for their audition room.**

**Room Proctor:** You have been assigned to facilitate the actual audition inside the room, making sure that the judges and students do not have any contact. You are to greet students in the hallway (with the room door closed), verify student identity with their nametag, ensure that they audition in numerical order, help them enter and set up, read the audition script exactly as printed, and correctly time the sight reading. Make sure that you do not provide any information to the judges about the auditioning student, including using the pronouns “his/he” or “her/she” when discussing score sheets. You are not to discuss what you heard or saw with the judges at all. If you are in a split room audition (flute, clarinet, trumpet), you must make sure both score sheets get to the Hallway Proctor who will get them to the next room of judges. After the judge score sheets are complete (after sight reading), you will need to make sure the score sheets have been filled out completely, staple them together with the Student Info Card on top, add together the Judge 1 & Judge 2 scores. At some point, you will need to make sure score sheets get to a Runner who will get them to tabulations. **Room Proctors should bring pencil, calculator, timing device, & a stapler to the auditions.** You may use a phone for your calculator and/or timing device, but please make sure it is in “Airplane Mode” and turned to “Silent” so that there is no chance of it ringing/vibrating during a student’s audition. **Room Proctors will be given a sealed envelope in the audition packet that includes a list of student names and audition numbers so that they can verify student identity and a stack of Student Info Cards that should be stapled to the front of the student’s score sheets.** After the director meeting is complete, Audition Chairs will make sure the Room Proctors are made aware of any audition numbers that are “no-shows.” Otherwise, make sure every student is heard in the correct order for their audition.

**Hallway Proctor:** You have been assigned to help facilitate the movement of score sheets between the three rooms of a split audition (flute, clarinet, or trumpet). When a student is finished with the Scale Room, you should receive the score sheets from the Scale Room Proctor and give those sheets to the Solo Room Proctor. After the student finishes their solo, you will also need to get the score sheets to the Sight Reading Room Proctor. **Hallway proctors do not need to bring anything.**

**Tabulation Worker:** Tabulation Workers have been pre-assigned by the 6 district Presidents to work in the tabulation area under the 3 Audition Chairs. Tabulation Workers will be inputting scores into the spreadsheet, double checking the addition of the judges, reporting significant discrepancies between judges in the same room, and performing other tasks as needed. Tabulations Workers are asked to keep all results confidential until they are posted for the membership. **Tabulations Workers do not need to bring anything with them to the audition.**

**Runner Crew:** The Runner Crew will work in conjunction with students from the host schools to make sure that students are brought to audition rooms at a reasonable rate (we never want the judges waiting on more students and we never want students waiting in the hallways more than 20 minutes). The directors serving on the Runner Crew will also need to periodically bring completed score sheets to the Tabulations Room (score sheets to be handled by directors only). Finally, directors serving on the Runner Crew will monitor student behavior in the hallways and correct any issues that arise so that there are no distractions to the auditioning students. **Those serving on the Runner Crew should wear comfortable shoes, as you should be moving around the building.**

**Warm-up Callers:** The Warm-up Callers will be in charge of sending students to their auditions in the correct order. There will be a minimum of 2 directors assigned to this task per grade level audition (MS, 9/10, 11/12) so that they can trade off and occasionally get out of the gym. **Warm-up Callers will be given a complete list of students and their audition numbers in case a certain number doesn't come forward and that student needs to be called by name. Warm-up Callers will also be given a short script to read to students that explains the blind audition process and how students need to handle emergency situations that arise.** These directors will make sure that all students are called in order (there is no reason for any student to audition out of order unless specific permission has been granted by the audition chair and president). After the director meeting is complete, Audition Chairs will make sure the Warm-Up Callers are made aware of any audition numbers that are "no-shows." **Warm-up Callers do not need to bring anything with them to the audition.**

**Alternates / Jazz Judges:** If you are not assigned a specific duty, you are an alternate for any empty position. Jazz Judges that have students auditioning for Honors Band will also be considered as Honors Band alternates. These individuals **MUST** attend the director meeting. If there is a need to replace a judge due to sudden illness, an alternate will be called upon. If the alternate is not present in the meeting, their students may become ineligible to audition. At the conclusion of the meeting, all alternates should meet with Audition Chairs to find out if there are additional tasks that they can assist with. Alternates should remain in the director meeting area for the first hour to make sure they are available if a task is assigned. **Alternates should bring calculators, pencils, timing devices, stapler, etc. just in case they are assigned a specific duty.**