



Team Leader Descriptions

After-School Meals

OFA organizes after school dinners to middle school musicians on the afternoons before concerts. It's a great way to keep them together, entertained, and well fed before their performances, and they don't have to travel home in the short time after school and before their call time. OFA Team Leader is responsible for planning and ordering food, and supervising the students from 2:35 to call time.

Box Office

The team leader will attend training and be responsible for delivering the training to the volunteers working the box office/house. The team leader does not need to be present for each event – he/she serves as the coordinator and the liaison with the school regarding box office issues, concerns

Concessions

Concession Team Leader is responsible for managing the concession tables for concerts. This includes coordinating volunteers, donated items, set-up and clean up and cash box. Ensure there are tables, coolers, tablecloths, trays and napkins.

Festivals & Competitions Team Leader

Plan and organize personnel for

- CHSAA-Colorado High School Activities Association (Large Group Ensemble Event)
- ASTA-American String Teachers Association Festival & Certificate Program
- Instrument Expo
- Solo & Ensemble Competition hosted by Denver School of the Arts
- WSHO- Western States Honor Orchestra
- All State Honors Orchestra

Historian.

Keep records of meetings, archiving pictures, video and audio of concerts, creating repertoire lists for public view. Work closely with the communications director to archive data to the website.

House Manager

The house manger is responsible for coordinating the ushers, working with the student stage manager, managing guests and maintaining concert schedule.

Pre-Season Kickoff.

In the beginning of the year, this leader will coordinate a committee that will check in with new families to welcome them and help with any questions they might have. This team will also be responsible for planning a back-to-school get together to welcome new families to the Orchestra.

Registration/Visitation/Auditions

Team Leader coordinates registration, visitation day and new student auditions. This includes coordinating volunteers, having helpful information for students and their families, and acting as a liaison to director and administration for these events.

Spring Banquet

This parent team leader supports student council in the planning and execution of the spring banquet. This includes helping them coordinate details and manage their budget. In early May, the Denver School of the Arts Department of Orchestra celebrates the end of the year by recognizing each of its musicians, especially graduating seniors (with often tearful goodbyes).

Talent Showcase

This team leader coordinates the all school talent showcase fundraising evening that is held once each semester. This includes managing auditions, selection process, promotion, soliciting faculty artists and management of the concert evening. This team leader will be supported by box office, concessions and house manager leaders.

Visiting Artists Chamber Music Series

Team Leaders work closely with Communications manager to ensure there are enough volunteers, box office leader, house manager, and visiting artists to ensure that all needs are met for the concert. In addition, the team is responsible for promoting the concert and organizing the post concert reception..

Wombat Weekend

This parent team leader supports student council in the planning and execution of the fall retreat. This includes helping them coordinate details, volunteers, food donations, chaperones and manage their budget.

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