

North Peace Performing Arts Festival

Adjudicator Secretary

Job Description

Before the Session:

1. Please arrive 15-30 minutes before the session starts and check that all required supplies are on the Adjudicator's table (marks binder, adjudicator sheets, pens, pencils, certificates and seals) as well as any refreshments for the Adjudicator.
2. Review the names of all participants, composers and pieces for the session and be sure you can pronounce them correctly. If in doubt, ask a committee member or the Venue Host ☺ The Venue host will also inform you of any changes or cancellations; take note of these in your copy of the program.
3. The adjudicator will arrive and sign adjudication sheets and certificates. Take the adjudication sheets to the back table once signed. Keep certificates with you.
4. The Music Marshall will bring you the music books for the first part of the session. Check music for name, page and order when delivered by the Music Marshall.

During the Session:

1. Please announce classes as they begin. Announce competitor's name, selection and composer as his or her turn comes. *See Appendix for an example.
2. Ensure that marks are entered by the adjudicator in the marks binder (in pen).
3. Affix appropriately coloured sticker to the participant certificate. *See Appendix.
4. Following each adjudication, wait briefly to allow movement within the venue before announcing the next selection (performers and audience members arriving and leaving).
5. Enjoy the performances!

After the Session:

1. Return any music or adjudicator sheets to the Music Marshall if the adjudicator has not already done so.

THANK YOU SO MUCH FOR VOLUNTEERING!



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Appendix

Sample Announcements

Vocal:

“Class ABC2344 Musical Theatre Solo – Ballad – 17 and Under”

‘Jane Doe will perform “I’m Not That Girl” by Schwartz, from the musical, “Wicked.”’

(performer sings then adjudicator writes)

Now in the same class, John Doe will be performing “Music of the Night” by Webber, from the musical, “Phantom of the Opera.”

Piano:

“Class L87654 Piano Recital Grade 8 Standard”

“We will hear Joe Johnson play “Sonata in C” by Mozart, followed by “Dance” by Kabvelesky.’

Band:

“Class 11100 Concert Band – Grade II – Junior High School”

‘Uptown School Grade 8/9 Band will be performing “Westwind Overture” by McGinty and “The Steppes of Russia” by Borgo.’

Marking System

S = Superior (Red seal) – 90% and over

D = Distinction (Gold seal) – 85-89%

H = Honours (Silver seal) – 80-84%