



JIC Administrative Director (AD) Detailed Position Description

Ongoing, Every Year

General

- Work closely with the Chair and the JIC Steering Committee and serve as principal liaison and point-of-contact for JIC, with advice and direction from the Chair and committee members.
- Monitor email account (johansencomp@fmmc.org) and respond to requests for information, additional assigned tasks, and correspondence on other matters.
- Keep FMMCF/JIC website current with updated information and announcements.
- Maintain and back up all communications and materials. Place those that will be useful for current and future committee referral and planning on a shared drive. Transmit archival material to the FMMCF/FMMC archives.
- Participate in an annual performance review with the JIC Chair. Review and update the AD job description as needed.
- Ensure that all information and processes are visible and accessible enough for others to carry on if, due to extreme unforeseeable circumstances, the AD is unable to work.

Financial and Business-Related Tasks

- Create and operate within a budget for each year of the cycle.
- Ensure that JIC's business affairs are attended to, including contracts and payments to the competition venue, vendors of supplies and services, payments to competition participants, receipt of Trust payout, and donations and application fees.
- Track and record expenses, tasks, and hours worked; report such records and receipts monthly to the FMMCF Treasurer and Chair. With the Chair's approval, the Treasurer remunerates the AD each month.
- Schedule and attend annual Bank meetings with the JIC committee and JIC trustees. For the Bank meetings prepare an extensive report documenting all JIC activities and financial data for the previous year and plans for the coming year, in order to demonstrate that Johansen Trust Requirements have been met. The monthly updates written for the FMMCF board can be used as a basis for the annual Bank Report. Include as appendices archival material such as concert programs, announcements, press reports and updates on winners, and articles written by committee members.
- Monitor the value of the Trust and the JIC working fund; the latter is a bank account which receives JIC income, principally from the Trust, but also from donations and fees, and out of which expenses are paid. Do paperwork necessary and send request for annual distribution.
- Assist the JIC Chair in evaluating the financial status of the JIC and investment position of the JIC working fund.
- Support fundraising efforts carried out by JIC committee members.

Reporting

- Prepare and submit monthly JIC Update reports to the FMMCF Board and the JIC Committee documenting recent and upcoming activity, and news about past winners. The June report includes detailed budgets.
- Attend monthly FMMCF Board meetings and present an oral update on JIC activities.
- Update JIC pages and budget information for FMMC Directory/Yearbook each summer, including placement of JIC announcements.
- Track and record activities and accomplishments of past winners, including news collected by committee members. Post these on the JIC Facebook page and use these in monthly and annual reports.
- Submit a JIC update article each month or as often as appropriate to the FMMC newsletter. Edit and submit articles created by committee members.
- Schedule, prepare materials for, and attend JIC steering committee meetings as needed, usually occurring two or three times each year.

Publicity

- Maintain JIC contact lists, including past participants, participants' teachers, judges, accompanists, composers, conductors, volunteers, friends and supporters of JIC, and organizations and individuals to receive announcements. Committee members will provide contacts to add to the list.
- Broadcast JIC news and announcements as appropriate via email and social media. Review and provide updates for the FMMCF and FMMC websites as needed.
- Maintain our social media presence on the JIC Facebook page at least weekly. Explore other possible social media platforms.
- Publicize JIC events as related to specific demands in the 3-year cycle.
- Promote other competitions sponsored by FMMCF when possible, without expense to JIC (such as including information in JIC mailings and promotion.)

Additional Tasks Associated with Each Year

Year A: Pre-Competition Year

General

- Working with the JIC committee, review and update:
 - Dates and location
 - Fees to be paid to judges, pianists, and the composer of the commissioned work
 - Prize money for all prizes
 - Application requirements and fees
 - Announcement information
 - Deadlines
- Maintain lists of names, contact information, and notes developed for potential judges, composers, and pianists, as these will be useful in future competitions. Similarly, the AD maintains a list of potential performance opportunities for winners and possible commitments, and associated contacts (usually conductors). These will be gathered by committee members.
- Confirm the preliminary judges, competition judges, accompanists, and composer after the JIC committee has selected those to be invited. The AD is their main point of contact after the Chair has confirmed their acceptance. The AD collects letters of agreement from all concerned and sends the composer half of their commission, with the other half due upon receipt of the finished composition. The AD answers their questions and apprises them of plans for the competition.
- Reserve and confirm dates with the competition venue; send a deposit as required by the venue and obtain signatures on the contract. Send the venue owner the FMMCF certificate of insurance as required.

- The competition is currently held at “Live! At 10th & G.” We expect to remain there for future competitions. If a new venue is needed, the AD will work with committee members to find and secure an appropriate new location.
- Reserve block of hotel rooms for pianists and judges.
- Work with Acceptd to update the online application and arrange the date to go live.
- Answer questions from applicants, referring them to the committee as necessary.

Publicity

- Facilitate design of electronic and hard-copy brochures to promote the competition.
- Print and mail hard-copy brochures to international lists of teachers. Send packets of hard-copy brochures to individuals and music organizations identified by committee members.
- Email electronic brochures to the JIC contact list and departments and music programs identified by committee members.
- Promote the competition online via listservs, websites announcing competitions, online newsletters and advertisements, and social media.
- Prepare a press release announcing the competition and send it to appropriate news outlets.
- Maintain and update a list of all promotional outlets and contacts for future use.

Year B: Year of Competition

General

- Obtain a signed contract from venue if we don’t already have it, as well as transmitting an Insurance Certificate of Coverage to the venue.
- Continue sending out promotional brochures and emails. Continue responding to questions from applicants and other participants.
- Confirm rooms in a hotel for judges and pianists; get reservation numbers; obtain their travel dates and info. Learn whether they have any special travel needs and requirements.
- Identify economical housing options for semifinalists.
- Involve volunteers as much as possible. Committee members typically assist with recruiting home hosts for semifinalists, soliciting and gathering gifts for semifinalists, providing transportation for participants, and recruiting volunteers to staff the event.
- Process applications as they are received at the Acceptd site; contact applicants if their applications are incomplete or problematic.
- Work with the committee to review and update the following:
 - rules for numbers of semifinalists, finalists, and prizes,
 - instructions for judges,
 - the schedule for notifying semifinalists and alternates of their selection,
 - the schedule to notify pianists and judges about repertoire,
 - policy for accepting alternate finalists and finalizing the program, and
 - housing and other forms for semifinalist packets.
- Set up and confirm preliminary audition weekend in early January, planning for full Friday-through Sunday work schedule.
- Get new commissioned work from composer; ask composer for PDF files, arrange for balance of commission to be sent to the composer.
- Review spaces and other needs at venue, including piano availability.
- Schedule rental piano and bench rental as needed.
- Schedule piano tuner for March competition dates (resident piano technician often can do this).
- Arrange for a backup piano technician and luthier to be on call for dates of competition.
- With the committee, review and update logistics plans for the competition and volunteer duties.
- Hire a caterer. Plan and order lunches and snacks for judges, pianists, volunteers for the four-day event, including guests on the 4th day.

- Make restaurant reservation for dinner for judges, donors, and volunteers on the 2nd day. Discuss with competition chair whom to invite.

Preliminary Round

- The preliminary judging is done virtually in a Zoom meeting over a weekend. Prepare judging packets and tally sheets for the preliminary judging weekend and send these to preliminary judges.
- Set up a Zoom meeting with preliminary judges and Chair prior to the preliminary judging weekend to review instructions and practice using the technology to carry out auditions. This is essential because there is not time during the work weekend to “come up to speed” with the technology and process.
- Organize and conduct the preliminary judging weekend. This will be done online, with the AD playing portions of applications (audio only) as requested by preliminary judges. Simultaneously the AD and an observer will monitor videos to make sure there is no evidence of editing or dubbing, and that application requirements are met.
- Collect scores and comments from the preliminary judges, and work with committee members to analyze judges scores and comments to select semifinalists and alternates.
- Inform semifinalists of their selection. Send them information packets and new composition.
- Create a repertoire list from applicant-provided information and send to pianists and judges.
- Prepare a list of semifinalists that gives their names, country, and teachers. This will be a close hold until it is released to audience members at the conclusion of the final round when judges have gone off to deliberate.

Pre-Semifinals

- Create a program for the competition and get it printed, following the template of past programs. In addition to the schedule and repertoire for semifinals, it will include current bios for judges, pianists, the composer, and committee members.
- Send judges guidelines and sample judging forms. Arrange a Zoom meeting with judges and Chair to review the process and our guidelines and expectations.
- Make up a final roster, room schedules, rehearsals, judging forms, registration packets, etc. Send schedules to semifinalists and confirm that they are on track to appear at scheduled times.
- Publicize the competition in flyers and announcements sent to local media and online calendars, social media, and email lists. Of particular importance are invitations to conductors, donors, trustees, FMMC leaders and members, and liaisons to countries represented among the semifinalists.
- Work with volunteers as arranged by a JIC Committee member. (Eunju Kwak will be the volunteer coordinator in 2025.) Create and distribute a schedule for volunteers, update and distribute descriptions of volunteers’ duties.
- Arrange to be in contact with contestants, judges, pianists during the competition in case there are any last-minute issues.
- Ensure that you have backup, a volunteer or paid assistant, who is present and knowledgeable enough to assist or perform any of your activities during the competition.
- Just prior to the competition, ensure that the rental piano and benches are delivered to the venue and properly positioned and that all rented spaces are available and suitably configured.

Semifinals and Finals

- Post schedules and task descriptions for volunteers.
- Greet arriving semifinalists, give them info packets and gift bags (assembled by the committee).
- Ensure that we have all necessary forms from participants (e.g., tax forms, photo releases, etc.)
- Be on hand to answer questions from all participants.
- After the semifinal rounds, the evening before the finals, work with the judges to assemble the program to be performed by the finalists they have selected and arrange a finals schedule that is

most feasible for the pianists. Inform finalists and pianists and confirm that they are on track with this plan. Email the schedule to the committee and volunteers. Print copies of the program to be distributed at the finals. Print copies of semifinalist information to distribute to the audience after the final round.

- After the final round, the AD sits with the judges as they decide the prize winners. The AD and judges record and confirm the official results. Judges, JIC Chair, and FMMCF Director will announce the results at the conclusion of the competition.
- Arrange with the treasurer to send funds to pay fees, prize money, judges, venue, caterer, etc. Prize money and fees will be sent electronically after the competition if at all possible; otherwise, the treasurer will write checks. Prepare certificates to be mailed to participants immediately after the competition.
- Prepare and disseminate announcements of the competition results via a press release, email, social media, etc.

Post-Competition Tasks

- Confirm performance opportunities and dates for orchestra concerts and a winners recital. (Committee members initially obtain commitments from orchestras.) Coordinate with winners and conductors to select performers, fix dates, and set other details for Winners' Recital and other concert opportunities in the following season.
- Gather input from all participants and with the committee conduct a post-competition assessment to determine what could be improved. Record lessons learned and suggestions for improvement.

Year C: Year After the Competition

General

- Continue to coordinate the needs of orchestras with available winners.
- Arrange for video recording and YouTube posting of the winners recital.
- Assist in travel and hotel arrangements for winners as needed (they pay for travel; we reimburse)
- Provide winner bios and JIC info to orchestras and the recital venue for concert programs (the host organizations create the programs).

Publicity

- Publicize the concerts in flyers and announcements sent to local media and online calendars, social media, and email lists. Of particular importance are invitations to volunteers, donors, FMMC leaders and members, trustees, and liaisons to countries of the performers.

Financial and Business-Related Tasks

- Compare expenses and budget for the 3-year cycle and see if changes need to be made.
- Develop a 3-year plan and budget for the next competition.

