

## JAZZ DIVISION PRESIDENT

### **Constitutional Job Description** (Bylaw III, Section 2)

The Jazz Division President is an elected officer of the Illinois Music Educators Association and a voting member of the ILMEA Board of Directors. It is the responsibility of the Jazz Division President to include all areas of instrumental and vocal jazz instruction and performance. As a member of the Board of Directors, the Jazz Division President shall share general jurisdiction over, and responsibility for, the functions of the Association, including the management and operations of the Association, the appointment of an Executive Director, and the appointment of the Editor.

### **Term of Office** (Bylaw 3, Section 5,6)

Division Presidents shall be elected to serve a term of three years. Division Presidents may serve two consecutive terms and may be returned to office after two years have lapsed. A Division President shall be elected one year prior to assuming active office and function in an elect, non-voting position on the Board of Directors for this year. Division Presidents shall assume office immediately following the State Conference following their year of service as Division President-Elect.

### **Board of Directors** (Bylaw III, Section 3)

The Board of Directors shall be composed of the President, President-Elect, Past President, Division Presidents and District Presidents. Certain Advisory members, without the right to vote, may be named by the Board of Directors. The Board of Directors shall have general jurisdiction over, and responsibility for, the functions of the Association. The Board of Directors shall (a) assume responsibility for management and operations of the Association and control of the funds thereof (b) appoint an Executive Director, prescribe his/her duties and compensation, and have full control of his/her actions as Executive Director, and (c) appoint an Editor of the Association's official publications, prescribe the duties and compensation and have full control of his/her actions as Editor.

### **Executive Committee** (Bylaw III, Section 4)

The Executive Committee of the Association shall consist of the President, President-Elect, Past President, the Executive Director (without the power of vote), and four (4) members of the Board of Directors recommended by the President and approved by the Board of Directors as the President assumes his/her regular term of office. At least one of the four at large members shall be a District President and at least one a Division President. The Executive power of the Association shall be vested in the Executive Committee. The Executive Committee shall be vested with the power to make emergency decisions. The Executive Committee shall advise the Executive Director in situations not expressly covered by this Constitution.

### **Succession of Officers** (Bylaw III, Section 7)

If the State President or the Division President or the District President should be unable to fulfill the specified term of office, the State President-Elect, the Division President-Elect or the District President-Elect, respectively, shall assume the unexpired portion of the office. If the State President-Elect is unable to fulfill the specified term of office, whether by reason of succession to the Presidency or for any other reason, the Board of Directors shall appoint a successor to complete the term of office or a special election may be held to fill the vacancy. If the Division President-Elect or the District President-Elect should be unable to fulfill the specified term of office, the State President shall select and appoint, with the approval of the Executive Committee, a person to fill the unexpired portion of the term.

### **Re-Election of Officers** (Bylaw III, Section 8)

Division Presidents may serve two consecutive terms and may be returned to office after two years have lapsed.

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Division Presidents may be elected to a different office on the Board of Directors upon completion of their expired term.

### **Limitation of Responsibility of the Officers** (Bylaw III, Section 9)

The authority and responsibility for the management and maintenance of the good will and credit of the Association is vested in the Board of Directors, but it is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigation that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes and activities prescribed or authorized by the Constitution and Bylaws of the Association.

### **General Responsibilities**

- Preside at open meeting of the Jazz Division general membership
- Preside at separate meetings of the Instrumental and Vocal Jazz Division District Representatives
- Provide for the planning, preparation and scheduling of IMEC Jazz Division activities in conjunction with the Executive Director and other Division Presidents
- Appoint, supervise and evaluate 5 (five) Jazz Division Organizational Chairpersons
- Appoint, supervise and evaluate the Instrumental and Vocal Jazz Division All-State Audition Chairpersons
- Communicate to the ILMEA Board of Directors policies and motions adopted by the Jazz Division Representatives
- Appoint ad hoc committees at the Division level

## **CALENDAR OF RESPONSIBILITIES**

### **February**

- Obtain verbal or e-mail commitment from potential All-State guest conductors. Follow up immediately with a formal written invitation, the ILMEA All-State Conference Contract Agreement form, a request for biographical information and a press-release photo. (In some cases it may be necessary for the Jazz Division President to work 2 or 3 years in advance in order to obtain the services of a specific conductor).
- Obtain verbal commitment from All-State instrumental required audition music composer and publisher. Follow up immediately with a written invitation. This job must begin 2 years in advance in order to facilitate a March publication date.
- Send any agenda and/or budgetary items for the Spring Board of Directors Meeting to the State President and the Executive Director prior to the meeting of the Finance Committee.

### **March/April/May**

- March 15: State Office deadline for receipt of Clinic Session Proposals and Performance Group applications. Review materials.
- March 15: Deadline for spring issue of the Illinois Music Educator
- Late March/Early April: Prepare Jazz Division Annual Report for presentation at Spring Board Meeting. Include agenda highlights from All-State Jazz Division Instrumental and Vocal Jazz Representatives meetings, report(s) from Jazz Division All-State Organizational and Audition Chairpersons, names of All-State Jazz conductors, and specific information on instrumental and vocal Jazz audition material for the upcoming school year.
- Following the IMEC acceptance/rejection letters and Clinician Agreement/Equipment needs forms mailed by the State Office, send a courtesy letter of introduction and personal attention.

### **June**

- Send agenda items for the Summer Board of Directors Meeting to the State President and the Executive Director.

### **July**

- Late July: Summer Board of Directors Meeting

### **August**

- August 15: Deadline for fall issue of the Illinois Music Educator

### **September**

- Early September: Confirm repertoire with guest conductors. Check ILMEA State Office library for availability of music. Order music repertoire not in ILMEA library. Music should be sent to Jazz Division President. Billing should be sent directly to the Executive Director. All-State Jazz Chairpersons and District Jazz Representatives do not have the authority to order music. All music orders must be made by a District President, a Division President, or the Executive Director.
- Mid-September:
- E-mail 1 set (3 sets used on a rotating basis) of instrumental jazz sight-reading music to each District Instrumental Jazz Representative.
- Create a 4-measure vocal jazz sight reading excerpt and E-mail 1 set to each District Vocal Jazz Representative.
- Choose the vocal jazz audition excerpts from the two required selections and e-mail each District Vocal Jazz Representative a PDF file of these excerpts clearly marked for judges at their district auditions.
- All of these e-mails should be sent two working days prior to each district audition day. Included with the material must be instructions to make only enough copies as necessary, and that the material should be accounted for and destroyed immediately following the district audition.
- Obtain and send contracts for two professional piano accompanists, one for the All-State Vocal Jazz Ensemble, and one for the Honors Vocal Jazz Ensemble.
- Obtain and send contracts for one professional bassist, and one professional drum set player to share the duties of both vocal jazz ensembles.

### **October**

- October 15: Deadline for Winter/All-State Conference issue of the Illinois Music Educator
- Send all conductor and accompanist bio information to the publications editor.
- Secure the final repertoire list of for the 5 performing All-State jazz groups, and send the program information to the publications editor.
- Communicate with volunteers regarding the vocal and instrumental reading sessions. Facilitate the list of music that will be supplied by vendors for the IMEC.

### **Prior to District Festivals**

- Send District Representatives an agenda of information and/or Jazz Division Business items requiring discussion at District Festival Division meetings. Often this agenda will include items discussed or policies adopted by either the District Representatives at the January All-State Division meetings, or the Board of Directors at the spring and summer meetings.
- Send out information to District Vocal Jazz Representatives regarding the District Festival Honors Vocal Jazz Call-Back Audition procedures, including instructions on how to make digital recordings that can be downloaded to an online folder, and the deadline for recording submissions. Confirm with each Vocal Jazz Representative that they are to determine which students will receive a call-back audition, and that these selected students have chosen Vocal Jazz as their first preference for the All-State Festival.
- Communicate with the Vocal Jazz Audition chair about securing judges to hear the recorded call-back auditions. Set up the rubric and score sheet online, and confirm the deadlines for submission of scores.
- E-mail the ILMEA Audition Confidentiality policy to the vocal judge audition panel and have them return the form electronically.
- Talk with District Representatives as to whether attendance by the Division President at the District Festival Division meeting might facilitate a particular issue or problem.

## **November**

- Early November: Send District Representatives information concerning All-State Selection meeting and the All-State Conference Division meetings. Include detailed instructions on how to acquire selection sheets from District Presidents, and prepare student rankings and instrument/voice part rankings for the selection meeting.

## **Week Prior to the All-State Selection Meeting**

- Email meeting reminder and selection quotas to District Representatives.
- Remind District Representatives to bring extra copies of District Jazz Festival program with student names to Selection Meeting.
- Confirm with the Vocal Jazz Audition Chair that the process of listening and scoring the Honors Vocal Jazz Audition recordings is near completion. Help with tabulation so that the rank of each voice part is clear and concise, and will work with district participation quotas.
- Send the names and contact information of the Vocal Jazz Audition panel to the state office to process their conference fee waiver.

## **All-State Selection Meeting** (traditionally a Sunday morning prior to Thanksgiving week)

- Prepare selection materials: instrumentation lists, district quotas per instrument/voice part, calculation worksheets, etc.
- Prepare Selection Meeting agenda: general information, listing of IMEC meetings/clinics/concerts/presiding officers, check set-up crew and selection procedures.
- Prepare timeline to facilitate being at both Instrumental and Vocal selection tables on a rotating basis. No students can be selected, or forms collected without your presence at the table.
- Plan discussion topics for one table while facilitating student selection at the other. Vocal representatives must choose audition music for the following year based on suggestions they garner from district meetings. Instrumental representatives must spend time coordinating with their District band representatives so avoid conflicts with wind players between band, orchestra and jazz.
- Assign and create a list of vocal and instrumental representatives to preside at all scheduled IMEC jazz events.
- Coordinate with Instrumental Jazz Representatives on a 3-year rotation of the District jam session and Beginning and Intermediate Music Reading sessions. Invite directors to sign-up for these events with an online invitation/reservation.

## **December**

- Send final All-State Conference rehearsal, clinic, and performance times and places to all All-State conductors and clinicians.
  - Immediately following the release of the All-State selection results, obtain the list of vocal jazz students selected for All-State and Honors Vocal Jazz Ensembles from the Executive Director. Establish an e-mail connection with the directors and provide digital download storage space for them to retrieve the festival music, sample recordings, part tracks etc. Follow-up with each of them to ensure that the students have received the material and they will begin learning it.
  - Communicate with all Jazz Division Organizational Chairpersons concerning preparations for All-State Conference. The responsibilities of each vocal performing group will transfer to the hands of the Organization chairpersons with regard to rehearsal plans, the delivery of music to the accompanists and rhythm section players, and the accountability of the students with their directors to learn and memorize the music in advance of the IMEC.
  - Communicate with the All-State Equipment Manager, and the Peoria Civic Center Staff regarding equipment needs for the IMEC including the ILMEA owned vocal jazz equipment, and what is needed to supplement.
  - Send stage plots and Sound Check schedules to the Peoria Civic Center Sound Crew for the Jazz Night Concert.
  - Finalize with volunteers regarding the vocal and instrumental reading sessions. Confirm the list of music that will be supplied by vendors for the IMEC.
  - Send an email to all IMEC performance and clinic directors confirming their equipment needs and other questions regarding their appearance at the IMEC.

## **January**

### **Prior to the All-State Conference**

- Double check with Instrumental Jazz Audition Chairperson concerning procedures, judges, room divisions, times, instrumentation requirements, etc.
- Communicate with All-State Jazz Organizational Chairpersons concerning music needs, set-up and supervision of rehearsals, student attendance and lights-out policy, etc.
- Secure the vocal jazz sound equipment from the Executive Director at the state office and facilitate the transfer of this equipment to the IMEC. Plan a time for the return of the equipment as well.
- Coordinate the Wednesday evening set-up of the vocal jazz sound equipment with the supervisor at the Peoria Methodist Church for the 700 Main property.
- Prepare agendas for the Instrumental and Vocal Jazz Representatives meetings.

### **All-State Conference**

#### **Wednesday:**

- Set-up the vocal jazz rehearsal spaces at 700 Main in Peoria, planning for help with others in advance for help with the ILMEA vocal jazz equipment, and any borrowed Peoria Civic Center equipment.
- Set-up the sound equipment in CC 405/406, including the borrowed PA equipment from Yamaha Corporation.

#### **Thursday:**

- Attend Instrumental Jazz Judges meeting. Clarify audition procedures, instrumentation guidelines, and have the instrumental jazz audition panel of judges read and sign the ILMEA confidentiality policy.
- Facilitate the start of rehearsals for vocal jazz groups at 9 am, and instrumental groups at 1:30 pm. Account for all student and director materials, name badges, etc. and return signature sheets to conference office.
- Attend ILMEA General Session (introductions of All-Board members)
- Confirm the setup and location of the All-Star Advanced Reading Session with the Marriott Marquette Hotel manager.
- Facilitate the ongoing needs of the Jazz Organizational Chairpersons throughout the conference, balancing your time between vocal and instrumental rehearsals.
- Preside over both the Instrumental and Vocal District Representative meetings, discussing the following topics:
  1. Discussion of clinics and performing groups for upcoming All-State Conference
  2. Clarify district audition procedures, instrumentation guidelines, etc. as needed
  3. Selection of All-State conductors for the upcoming year
  4. Clarification of audition materials for the upcoming year
  5. Pass out plaques and professional development stamps for all presiders
  6. Old and New Business
  7. Discuss the setup and procedure of the rotating district director reading session, and the late night jam session
- Attend the Thursday Night Board of Directors meeting

#### **Friday:**

- Preside over the Jazz Division Open Meeting.
- Coordinate the transfer of vocal jazz equipment from 700 Main to the CC Theatre, and help with the initial set-up on stage. Coordinate with CC staff on the stage plot during the set-up.
- Confirm the vocal and instrumental reading session plans, location of the donated music, etc. and follow-up with volunteers and district representatives who are in charge.
- Run sound check in theater on Friday afternoon. Coordinate the rehearsal locations of each group in the afternoon when they are not on stage. Work with Organizational chairs to complete their information sheets to secure proper timing, soloist information, and microphone needs. Keep the rehearsals on time to facilitate adequate rehearsal time for all performers and directors.
- Invite all directors, accompanists and Organizational Chairs to the Friday VIP luncheon. Obtain dinner menu orders in advance to facilitate quick service for the dinner.

- Prepare remarks for and preside over the Jazz Night Concert, introducing guest conductors and State Organizational Chairpersons
- Following the Jazz Night Concert, facilitate the breakdown and storage/transfer of the ILMEA vocal jazz equipment.

**Saturday:**

- Facilitate any further sessions for the Jazz Division.
- Break down equipment in CC 405/406 and return Yamaha equipment to the loading dock.
- Pack ILMEA vocal jazz sound equipment for return to the state office.
- Attend and supervise the Finale Concert in the Arena as assigned by the Executive Director

## **District Jazz Representative**

### **Term of Office**

The term of office for a District Instrumental or Vocal Jazz Representative shall be no less than 2 years. Election shall take place during the November District Division meeting and assumption of the office will take place immediately following the All-State Selection meeting. Should a vacancy occur, the District President shall appoint a representative until such time as an election may take place. In coordination with the District President, The District Representative may appoint or organize the election of additional Chairpersons as needed to assist with the following activities:

- District Junior Jazz Bands
- District Senior Jazz Bands
- District Senior Vocal Jazz Ensembles
- District Junior and Senior Auditions
- All District Jazz Division records and procedures should be in possession of the Jazz Division President, and District Presidents. Copies will be disseminated to all elected and appointed persons in a timely manner.

A District Division may choose to hold elections in the middle of a current Instrumental or Vocal Jazz Representative's term. In essence this procedure creates a Jazz Representative-Elect position. This policy can provide assistance to the representative in office, a smoother transition from one representative to the next, and a backup representative should a change of jobs or illness takes place.

### **Calendar of Responsibilities**

#### **December**

- Recommend Junior and Senior Division guest conductors to the District President for the following fall's District Festival. You may secure a verbal agreement from a guest conductor prior to contacting the District President. However, it is the responsibility of the District President to provide the guest conductors with a formal written contract.
- Program selection, rehearsal schedules and set-up should be a cooperative effort between the District Jazz Representative, the District President, and the guest conductor. Guest conductors should be provided with specific information concerning program time, rehearsal schedule, band size and ability level, and several years of past festival repertoire. Inform the guest conductor that initial program decisions will need to be made by February 1. Request biographical information and general seating chart as soon as you have a commitment from the guest conductor.

#### **January**

- Attend the IMEC District Jazz Representatives Meeting at the time and place designated by the Jazz Division President. Be prepared to give a District Report and address any items that may have been discussed at the District Division Meeting or presented for the state meeting agenda by the Division President at the All-State Selection meeting.
- Assist the Jazz Division President in any aspect of the IMEC, preside over clinics, concerts and sessions, and attend the State Jazz Division Open meeting at the time and place designated by the Jazz Division President.

#### **February**

- Finalize music selections for the District Junior and Senior Jazz Bands and Senior Vocal Jazz Ensembles with the guest conductors.
- Obtain up-to-date information on arrangers, publishers, and costs. Personally confirm that all music is currently in print and available.
- Check with the ILMEA State Office library to see if any of your repertoire is on file. Request any music that you wish to use.
- Submit a finalized repertoire list, complete with arranger, publisher and cost to the District President by March 1. Be very clear as to what music must be purchased. This deadline is critical and cannot be extended. The ILMEA State Office and the District President needs this information so that it may appear in spring publications.

- District Representatives or State Organizational Chairpersons may not purchase music, music folders, or other supplies for ILMEA festivals. Only District Presidents and Division Presidents have that authority. However, be sure to confirm that all necessary music and supplies have been ordered once the program has been finalized. Ideally, music should be in the hands of the District Representative before the end of the school year.
- Confirm with your District President that the audition requirements posted on the District web page are correct and up to date, making sure they conform to the state audition requirements posted on the Jazz Division web page.

### **August/September**

- Coordinate preparations for District Junior and Senior Division auditions with respective organization/audition chairpersons and the audition hosts. Determine the facilities that will be needed with special attention to warm-up rooms, rhythm section audition room(s), registration/check-in areas, judges' meeting/work room, computer lab, etc. Request the audition host to provide all necessary audition equipment (music stands, piano, vibraphone, CD or mp3 players, etc.) and to prepare directional signs and maps which clearly indicate the location of audition rooms.
- Contact perspective audition judges concerning their availability, and as soon as possible secure their services. Inventory festival music and distribute to Junior and Senior Band Chairpersons for folder preparation and/or mailing. Sight-reading music for Senior Division auditions will be e-mailed to you by the Division President, two days prior to the audition date, with explicit instructions on how to account for, maintain secrecy, and destroy after the use of these materials.

### **October**

- Finalize rehearsal schedule, rhythm section and sound system equipment needs, homeroom assignments, etc. with the festival host(s).
- Arrive at the audition site early in order to assist as needed and to double check preparations. A judge's meeting should be held prior to the start of auditions. Judges should be supplied with the following materials:
  - Score sheets and instructions on entering scores on nomination forms and computer data systems
  - Names and/or audition numbers for participating students
  - Appropriate parts for All-State required music
  - Two copies of the sight-reading music
  - Pens and pencils
  - CD player and required improvisation tracks, vocal jazz tonal skills tracks, as well as district specific etude materials, etc.
  - Audition Guidelines for District/All-State Audition judges
  - ILMEA Confidentiality Agreement Forms
- During the judges' meeting clarify the audition materials and procedures, especially as they apply to the use of prepared music and any time limits on performance. It is imperative that the judges, as well as any director assisting with the complication of audition results, be explicitly instructed that final audition scores and/or ratings are not to be made public under any circumstance. At this time, the ILMEA Confidentiality Agreement Form must be read and signed by all judges and director volunteers at the audition site.
- At the conclusion of the auditions, judges must:
  - Transfer final audition scores from worksheets to the computer RNS System.
  - Rank all students by score. There can be no ties in final scores.
  - Specify ensemble and part assignment, performance strengths and weaknesses, and/or additional information as requested by the District Jazz Representative.
- The final selection and assignment of students to the District Jazz Ensemble is the responsibility of the District Jazz Representative. Selection and assignment of students must be made within the representation and instrumentation guidelines set forth by the ILMEA and should reflect the rankings as determined by the audition judges. If a District Jazz Representative feels musically justified in selecting, omitting or reassigning a student, that decision must be discussed with and supported by the District President. It is also recommended that such decisions be discussed with the Jazz Division President prior to any final posting of audition results.
- Student Selection
  - All-State Jazz Band selection is figured on percentage by number of schools participating in the top two bands for districts that do not have a Jazz Combo. Districts with a Jazz combo will derive their selection from a



selected list of instrumentation of the top audition scores before placement is considered as follows: 5 alto sax, 5 tenor sax, 2 bari sax, 10 trombones (or combination of the top 10 scores of trombone and bass trombone), 3 each of piano, guitar, bass, drum set, and up to 2 vibraphone players.

- All top players should be in the top band or combo. With the occasional exception of lead trumpet players and bass bone players, the top audition scores are assigned to Band 1 by rating/ranking the next audition scores in Band II, and so on through however many bands a District can support.
- The instrumentation in the top band is one player per part. The District Jazz representative MAY decide to double a part if a tie occurs and/or an extra trumpet or trombone doubles the 4th part.
- The implication of manipulating the instrumentation and student selection for Band II in order to maximize District representation at All-State is unethical and unprofessional.
- All-State Vocal Jazz Ensemble selection is figured on percentage of schools participation in the top 32 voices, 8 per voice part ~~and~~ as auditioned at the District level. In districts where the Vocal Jazz Ensemble cannot be filled to a total of 32 voices, the selection is determined by the school participation of the students that are selected. In districts that have more than one Vocal Jazz Ensemble, the school participation from the 8 highest scores of each voice part is determined first before the students are placed in ensembles.
- The implication of manipulating the voicings and student selection for multiple vocal jazz ensembles in order to maximize District representation at All-State is unethical and unprofessional.

## **November**

- District Festival
  - Supervise set-up of rehearsal facilities and distribution/collection of music.
  - Post seating charts and label chairs.
  - Introduce guest conductor at the opening rehearsal and the festival concert. (If there are multiple guest conductors running rehearsals, find someone in your district to introduce the guest conductors.)
  - Supervise the taking of attendance at all rehearsals and the festival concert. State Policy: A student must participate in the entire district festival to be eligible for All-State selection.
  - Provide student musicians with accurate rehearsal, restroom, meal and dressing area information
  - Assist guest conductor with lunch/dinner, dressing room, overnight accommodations, etc.
  - Coordinate the movement of equipment between rehearsal and concert sites
  - Assist with the distribution of concert programs
  - Vocal Jazz Representatives must conduct an Honors Vocal Jazz Ensemble call-back audition for selected students according to the guidelines set down by the Jazz Division President, including instructions on how to make digital recordings that will be downloaded to an online folder by the deadline indicated. District Vocal Jazz Representatives shall determine which of their district vocal jazz students will receive a call-back audition, and that these selected students have chosen Vocal Jazz as their first preference for the All-State Festival. The instructions for this process will be sent in detail by the Jazz Division President.
- District Division Meeting
  - Appoint a secretary to take minutes. Keep a copy for the Jazz Division records and give a copy to the District President and Division President
  - Annual business items
    - District Jazz Division Report
    - Nominations for the following year's District Festival conductors
    - Recommendations for the following year's All-State Festival conductors
    - Election of District Jazz Representative and/or appointment of organization chairpersons as needed.
    - Announcement of audition date/site, etc. for the following year
    - Suggestions for All-State Conference clinics
    - Suggestions for future All-State Vocal Jazz audition tunes, or Instrumental Jazz composer choices
    - Items of discussion as presented by the Division President/District President.
    - Items of discussion as presented by individual directors. Encourage discussion on any issue related to Jazz Division or ILMEA policies and procedures.

- All-State Selection Meeting – Attendance by each District Vocal and Instrumental Representative is Mandatory. All District Representatives will begin the meeting by reading and signing the ILMEA Confidentiality Agreement Form, as well as a mileage form for one vocal and one instrumental representative per district.
  - Check all Jazz nominee forms you receive from your District President to see that each form has been filled out completely and properly. Missing information can effectively disqualify a student from All-State nomination regardless of audition score. Be sure to eliminate nomination forms of any students absent from the district festival. Check the following:
    - Student's year in school is circled. Freshmen and Sophomores are ineligible for All-State Jazz Nomination
    - All questions concerning All-State participation and performing group preference have been completed
    - Director and School Administrator signatures have been completed
    - Final audition scores have been entered in RNS. There can be no ties.
- Discuss with your District ~~Jazz~~ Band or Choir Representative which wind and percussion students, or vocal students might possibly be nominated for both All-State Jazz groups and All-State Band/Orchestra or Choir. At the state level, a student may not participate in more than one organization.
- All-State quota information will be emailed to you by the Division President prior to the selection meeting. Be prepared to nominate musicians by instrument or voice part on the basis of those quotas.
- During the selection meeting, the Jazz Division President must facilitate both the instrumental and vocal jazz selection of students in person. You will be asked to conduct additional business during the selection meeting not related to the selection of students as directed. Please be prepared to participate in the discussion of future audition materials and vocal jazz tune selections, IMEC reading session materials and organization, as well as other discussion topics as provided by the Jazz Division President.
- Return all District Festival music on loan from the state library or purchased with ILMEA funds in score order to the District President.
- It is highly recommended that when attending the All-State selection meeting in your last year of service as a District Jazz Representative, you invite your elect person to join you in order to facilitate the learning process.

## **Audition Guidelines and Recommendations**

### **Judges**

Whenever possible, qualified judges that do not have a direct relationship to the students should be hired as adjudicators. Sources for judges can include private music teachers, retired music educators, college faculty and/or graduate students, and local area band directors. To whatever degree possible individual directors should not audition their own students, particularly on the etude portion of the audition.

### **Policies and Procedures**

- It is recommended that there be no limit on the number of students from any one school that may participate in the district auditions. However, it is equally important that the total number of students participating in the auditions, or the number of students auditioning on a particular instrument or voice does not reach a point where the audition process becomes unmanageable, unduly lengthy or a training experience for underclassmen students. In addition, the strength of each district, as well as each individual school jazz program, is enhanced when more schools have more students representing them at the district level. Each district is encouraged to discuss its nomination procedures on an annual basis and to institute policies that are in the best interest of the district membership as a whole. Districts experiencing difficulty in these areas should consider:
  - Eligibility of freshmen to participate at senior level
  - Limiting the number of students on a particular instrument or voice part that any one school may nominate (i.e. sopranos, alto saxophone or drum set)
  - Limiting the number of sophomore students that any one school may nominate
  - Limiting the total number of students that any one school may nominate
  - Organizing an instrumental or vocal reading ~~band~~ group to accommodate a larger number of students and schools as has been done in several district jazz festivals
- In order to facilitate auditions, instrumental judges may agree to listen to only a portion of the All-State required piece, district level etudes and/or sight-reading excerpts. To insure fairness for all students, such decisions should be made prior to the start of the auditions. Vocal judges will be given specific excerpts to use by the Jazz Division President.
- Tape sight-reading music to a music stand so that students do not accidentally take the music out of the audition room.
- Jazz Division Judges must be ILMEA members in good standing.
- All judges at all levels must sign the ILMEA confidentiality agreement before beginning their duties at any audition.

### **Audition Rubrics and State Audition Guidelines**

Numeric rubrics (matching the entry categories on the RNS system), descriptive rubrics for judges, and specific guidelines for the auditions at the State level are all available on the Jazz Division website. Whenever possible, the district auditions should reflect these standards. Districts may choose to include supplemental materials for their district auditions, but they must include the basic structure as indicated below.

### **Instrumental Jazz Wind and Rhythm Auditions**

- Students will be asked to perform selected excerpts from the All-State required music.
- Students will be asked to sight-read selected musical excerpts. These excerpts will be provided by the Jazz Division President, 2 days prior to each district audition date.
- Students will be asked to demonstrate improvisational ability with the required Blues in F; Aebersold, vol. 1, track 8, or if the district has chosen, Billie's Bounce (with more rigorous chord changes): Aebersold, vol. 6, track 2, instead. This information must be posted on specific district web pages for clarity.
- Some districts have chosen to add a supplemental etude as part of their district audition procedure as well. This information must also be posted on specific district web pages.
- (Optional) Students auditioning for the Honors Jazz Combo at All-State will be asked to perform "I Got Rhythm" chord progression in Bb at medium and up-tempos.

### **Rhythm Section Specific Auditions (Piano, guitar, vibes, bass, drum set)**

- Students on rhythm section instruments must be heard individually for their district auditions. Having one room with all instruments being heard together in tandem is not appropriate for District auditions because of the large number of students on each instrument that are auditioning. If an Instrumental Jazz District Representative has a small number of students auditioning in a given year and would like to implement combined auditions (as is the practice at the state level), please inform the Jazz Division President prior to your district audition date.
- Drum students will be asked to demonstrate a functional approach to a variety of rhythmic styles including medium swing, medium latin (bossa nova), up-tempo swing (bebop), and up-tempo latin (samba and funk)
- Drum Set Improvisation: Demonstrate improvisational ability by playing a medium fast swing drum solo in a 12 bar blues format. The student should play 4 measures of swing followed by 4 measures of solo, going through at least 2 choruses.

### **Vocal Jazz Auditions**

- Students will be asked to perform selected excerpts from the All-State required music as directed by the Jazz Division President.
- Students will be asked to sight-read selected musical excerpts. These excerpts will be provided by the Jazz Division President, 2 days prior to each district audition date.
- Students will be asked to perform two tonal skills exercises: the Blues Scale and the Chromatic Scale.
- Students will be asked to demonstrate improvisational ability with the required Blues in Bb; Aebersold, vol. 1, track 7.
- (Optional for selected vocal jazz students at their District Festival ) Students that are chosen by their District Vocal Jazz Representative for a second call-back audition for the Honors Vocal Jazz Ensemble at the IMEC will be asked to perform 2 different excerpts from the required selections, and to improvise 1 chorus of Bb Blues.

**Room Monitors**

Room monitors can assist in keeping auditions on time and orderly. Parents have successfully been utilized to monitor hallway noise, provide room security during an audition, and to escort students in and out of audition rooms in a prompt manner. Room monitors should under no circumstances be requested or allowed to assist judges with the tabulating or recording of audition scores.

**Audition Results**

In general, audition scores and section rankings should not be shared with individual directors. Under no circumstances should this information be given to parents, students, private teachers, or college faculty.

Audition results listing the student and their placement can then be differentiated through the RNS system and emailed to individual schools. Festival music must be mailed or delivered separately, but billing information is automatically included in the RNS system as well. Under no circumstances should District Jazz Representatives independently mail or electronically post audition results. This is the responsibility of the District President and State Office.

**Coda**

Send thank you letters to guest conductors, organization chairpersons, host school directors/parent organizations, and any other person that may have helped with your festival preparations or operations.

Finally, offer your services in an advisory capacity to the incoming Jazz Representative.

## Guidelines for District/All-State Senior Band Audition judges and audition hosts

### Philosophy

The purpose of ILMEA auditions at the Senior Division level is to rank students on the basis of a comprehensive audition in order to determine District/All-State eligibility and seating. Consequently, the audition is viewed as an evaluative process and not necessarily an instructional experience.

Wind and rhythm instrument auditions are designed to evaluate a student's technical and musical abilities in all registers with both prepared and sight-reading music. Vocal auditions are designed to evaluate a student's singing and listening abilities in their specific voice part. All audition materials are intended to challenge the very best of the 11th and 12th grade Jazz instrumentalists and vocalists throughout the state.

### GUIDELINES

**Use of Prepared Music:** Students may perform the All-State required music that contains prepared markings without any deduction in point score. The use of clean sheets is the student's option and may not be required by the audition judge or audition host.

**All-State Required/Sight-Reading Time Limit:** Excerpts of the instrumental All-State piece and/or the sight-reading material are permissible as long as this procedure is started with the first audition. Vocal Jazz Audition excerpts must not be altered in any way. Each student must be given an equal opportunity to perform the prepared piece and sight-reading portion of the audition. Judges are strongly encouraged to evaluate a student's ability to demonstrate expressivity in performance rather than adherence to a specific interpretation.

**Instrumental Scoring:** The scoring for the Jazz Improvisation section of auditions is worth increased to 20 points. In order to keep the scoring to 100 points, the categories are assigned points as follows:

Jazz Winds		Jazz Rhythm	
Prepared Selection		Prepared Selection	
Part Accuracy	10	Part Accuracy	10
Technical Facility	10	Technical Facility	10
Rhythmic Accuracy	10	Rhythmic Accuracy	10
Interpretation	10	Interpretation	10
Sight Reading	10	Sight Reading	10
Stylistic Accuracy	10	Stylistic Accuracy	10
Improvisation	20	Improvisation	20
Tone Quality	10	Rhythmic Stability	20
Intonation	10		
Total	100	Total	100

**Vocal Scoring:** In order to keep the scoring to 100 points, the categories are assigned points as follows:

Jazz Voice		Tonal Skills	
Prepared Selection			
Note Accuracy	10	Chromatic Scale	5
Rhythm Accuracy	10	Blues Scale	5

Intonation	10		
Diction	5	Sight Reading	10
Interpretation	10	Improvisation	15
Tone Quality	20	Total	100

Audition Results: Audition scores, including final rankings are not to be posted, distributed to and/or discussed with individual students, directors, private teachers, or parents. Notification of acceptance to an ILMEA festival, as well as specific chair and part assignments, is the responsibility of the District President and the ILMEA State Office. Judges are strongly discouraged from providing any written or verbal critique on a student’s performance beyond a “pat on the back” thank you. In addition, judges should refrain from discussing private lesson teachers, past performance experiences, or future college/university plans with any student at any time during the audition process.

## **All-State/Honors Instrumental and Vocal Jazz Organizational Chairpersons**

### **JOB DESCRIPTION**

This non-elect position is under the appointment and supervision of the Jazz Division President and is subject to annual review following the All-State Conference. The maximum number of consecutive one (1) year terms to these positions is five (5) years. It is the responsibility of the All-State/Honors Instrumental and Vocal Jazz Organizational Chairpersons to work in close conjunction with the Jazz Division President in order to provide the All-State Jazz musicians and the All-State Jazz conductors with the best musical and educational experience possible.

### **QUALIFICATIONS**

The position of All-State/Honors Instrumental or Vocal Jazz Organizational Chairperson requires an individual with a thorough background in instrumental or vocal jazz education respectively, including the details of organizing a festival jazz concert.

### **COMPENSATION**

Compensation for the position of All-State/Honors Instrumental and Vocal Jazz Organizational Chairpersons will be commensurate with that of the All-State Band, Choir, and Orchestra Organizational Chairpersons as approved by the ILMEA Board of Directors.

### **RESPONSIBILITIES**

- Prior to All-State Conference
  - Upon notification from the Jazz Division President, contact the All-State /Honors guest conductor in order to obtain a general seating chart, equipment needs, sectional rehearsal requests, etc. Housing arrangements for conductors are to be made by the ILMEA State Office. Transportation arrangements are the responsibility of the guest conductor. (Organizational Chairpersons can offer to assist with travel arrangements as needed.)
  - Following the All-State Selection Meeting (mid December) obtain an All-State/Honors vocal roster or instrumentation list from the Jazz Division President. Inventory music and prepare part folders.
  - All-State Jazz repertoire is purchased and/or distributed to the all-State/Honors Jazz Organizational Chairperson by either the Jazz Division President or the Executive Director. Organizational chairpersons are not authorized to purchase music on behalf of the ILMEA. Any questions concerning music or part assignments should be directed to the Jazz Division President or the guest conductor. Extra parts and conductor's scores, as well as an instrument repair kit and extra folding music stands, should be available at the All-State Conference in case of last minute changes in part assignments or minor emergencies.
  - Prior to January 1, communicate with the Jazz Division President as to any special equipment needs (i.e. congas, vibes, bongos, latin percussion, etc.).
- All-State Conference
  - Prepare chairs, music, podium, etc. for each rehearsal. Vocal Jazz Chairs must also be familiar with microphones, monitors and mixing boards in order to run the sound in the rehearsal rooms. Arrange with the hotel to have water available in rehearsal areas. Secure rehearsal area between rehearsals.
  - In order to clarify and expedite seating for the initial rehearsal, post copies of audition results, clearly marked with part divisions, around the rehearsal area. Double-check seating and folder assignments for accuracy. (Audition results available in ILMEA Conference Office.)
  - Take attendance for each rehearsal. Notify the Jazz Division President concerning any unexplained/unexcused absences.
  - Keep the conductor informed of any student absences due to high school ensembles performing as part of the All-State Conference program. Students are allowed a total of 90 minutes to be away from their All-State ensemble to be with their school. This limit must be strictly adhered to.
  - Introduce the guest conductor at opening rehearsal. Keep the conductor informed of the rehearsal schedule, or conference activities, etc. Be available to any needs that the guest conductor or the students may have.
  - Make rehearsal announcements as needed concerning rehearsal times and locations, name tags, security of instruments, ILMEA curfew policy, concert attendance, concert dress, exhibit hall options, etc.



- Provide sectional assistance as may be needed and/or requested by the guest conductor.
- Complete the Jazz Night Performance Set Information Sheet together with the guest conductor. This will help limit the group's performance time to the required 25 minutes by timing each tune, listing all the improvisational solos that are planned, and giving the sound board operator a guideline of what is expected.
- Assist guest conductor and Jazz Division President with sound-check rehearsal in auditorium. Facilitate stage set-up for Jazz Night Concert.
- During the performance, please sit by and help guide the Civic Center Auditorium Sound Board operator and make suggestions for issues that may arise during the performance.
- Distribute All-State participation badges to students.
- Collect folders immediately following the Finale concert. Sort music and return all parts and scores to the ILMEA State Office library prior to May 1.
- Prior to the spring meeting of the ILMEA Board of Directors (early April) communicate with the Jazz Division President any concerns or recommendations for the following year's All-State Conference.

## **All-State Instrumental and Vocal Jazz Audition Chairpersons**

### **JOB DESCRIPTION**

This non-elect position is under the appointment and supervision of the Jazz Division President and is subject to annual review following the All-State Conference. The maximum number of consecutive one (1) year terms to these positions is five (5) years. It is the responsibility of the All-State Instrumental and Vocal Jazz Audition Chairperson to work in conjunction with the Jazz Division President in order to provide the All-State musicians and their directors with an efficient and impartial audition process.

### **QUALIFICATIONS**

The position of the Instrumental and Vocal All-State Jazz Audition Chairperson requires an individual with a thorough background in either Instrumental or Vocal Jazz Education respectively, as well as strong organizational and communication skills. This position also requires NAFME membership.

### **COMPENSATION**

Compensation for the position of Instrumental and Vocal All-State Jazz Audition Chairpersons will be decided upon and approved by the ILMEA Board of Directors.

### **RESPONSIBILITIES**

#### **Vocal Jazz All-State Audition Chairperson**

- Prior to All-State Selection Meeting (late November)
  - Obtain the services of college and senior high school music faculty to serve as All-State vocal jazz adjudicators. Guidelines – 2 adjudicators per voice part, preferably one college level and one senior high school. Adjudicators should be assigned to evaluate the auditions of their respective voice parts.
  - Send an electronic copy of the ILMEA Confidentiality Agreement and have them FAX or scan and email a signed copy to the Jazz Division President prior to hearing student auditions.
  - Inform them of the timeline of their responsibility to listen to a maximum of 18 recorded auditions in the short window of time between the last District Jazz Festival, and the Sunday All-State selection meeting day.
  - Inform them of the procedures of how to access the online data storage of recordings and the electronic rubric, which contains criteria for two prepared selections and vocal jazz improvisation.
  - Remind them that these auditions are blind, and that the only indicator they will have to differentiate the audition recordings is a number, ie. Alto 11, 12, 13, etc.
  - Once each of the judges has confirmed their completion of the auditions by submitting their completed audition rubric, tally the results for each voice part to determine the highest score of each voice part. Send this list to the Jazz Division President as soon as completed, prior to the morning of the All-State selection committee.

- All-State Selection meeting
  - Provide a digital readout (not on paper) that can be viewed by the 9 District Vocal Jazz Representatives to help them determine which of their students (if any) are best suited for nomination to the Honors Vocal Jazz Ensemble.
  - Report any written or verbal comments you may have received from the judges about any of the students they have heard directly to the specific District Vocal Jazz Representative to aid them in their decision about any affected students.
  - Help the Jazz Division President to clarify the ranking of students in each voice part as it pertains to the selection process and school count information per district throughout the process of determining both the Honors and All-State Vocal Jazz Ensemble assignments. District Vocal Jazz Representatives may choose to consider the scores and comments associated with this 2<sup>nd</sup> call-back audition as it pertains to the selection of their students for the All-State Vocal Jazz Ensemble, but only as a means to determine preference between voice parts. The scores and rankings of the first audition should determine who the district representative chooses to select for the All-State Vocal Jazz Ensemble. For example, an Alto student who ranked 1<sup>st</sup> in the district auditions should not be passed up for consideration in the All-State Vocal Jazz Ensemble by a student who may have scored higher on the 2<sup>nd</sup> audition, but was not selected to the Honors Vocal Jazz Ensemble.

### **Instrumental Jazz All-State Audition Chairperson**

- Prior to All-State Conference
  - Obtain the services of college and junior/senior high school music faculty to serve as All-State adjudicators. Guidelines – 2 adjudicators per room, preferably one college level and one junior/senior high school. Adjudicators should be assigned to evaluate the auditions of their respective major instrument(s).
  - Following the All-State Selection Meeting (early December) obtain an All-State Jazz Band/Honors Jazz Band instrumentation list from the Jazz Division President. (A detailed list of student names and schools can be obtained from the Executive Director in early January.)
  - Prior to January 1, confirm with the Executive Director the specific number of rooms needed for auditions, room locations and instrument assignments, procedures concerning the tabulation and posting of results, lunch/refreshment orders for judges, etc. Significant changes in the number of audition rooms and/or their location should be discussed with the Executive Director prior to July 1.
  - Familiarize yourself with the district level blind audition procedures, and make plans to arrange the audition rooms appropriately to accommodate this need.
  - Following winter vacation notify all adjudicators of specific All-State meeting and audition times. Remind all adjudicators that sight reading material will be provided by the Jazz Division President, and that they will be required to sign the ILMEA Confidentiality Agreement prior to hearing student auditions.
- All-State Conference
  - Prior to the start of auditions, check to see that each audition area has been equipped with chairs, table, CD players, music stands, and that the set-up can facilitate the blind audition process.
  - Coordinate with the Jazz Division President to obtain college room monitors to facilitate the blind audition process.
  - Preside over All-State Instrumental Jazz Judge's Meeting. Distribute adjudicator packets containing ILMEA Audition Guidelines, copies of required music, score sheets, improvisation CD's, student name badges, etc. Discuss audition and tabulation procedures, and instrumentation requirements including the Honors Jazz Combo policy that dictates a minimum of 1 Alto Sax, 1 Tenor Sax, 1 Trumpet, 1 Trombone, and 1 each of piano, guitar, bass and drum set. An additional vibraphone player may be added if the audition warrants. The guitar judge will also hear vibraphone auditions. Each of the four rhythm section judges will first hear students play the required pieces and sight reading. They will then combine to hear and score improvisation and rhythmic stability with the students arranged in quartets in one room together.
  - Supervise/monitor All-State auditions, taking into account the importance of maintaining a blind audition.
  - Organize and tabulate the results electronically, and assist with the positing of audition results.
  - Prior to the spring meeting of the ILMEA Board of Directors (late March/early April) communicate with the Jazz Division President any concerns or recommendations for the following year's All-State Conference.

## **All-State Jazz Director Guidelines**

### **Music Selection**

Either the Honors or All-State Jazz band will annually perform the required All-State selection, commissioned by ILMEA, depending on whether or not the composer has been hired to conduct one of these groups. All ensemble participants have auditioned on this material and are prepared to perform it. Similarly, the Vocal Jazz Ensembles have auditioned with and will each perform one of the two state-required works. The Honors Jazz Combo has no required works scheduled for performance.

As the director, you will choose the music to complement any required pieces. -The Jazz Division President will ~~can~~ provide you with a list of recent programming so as to give you an idea of past repertoire. Your All-State concert repertoire is due in the State Office by September 1st.

Directors of the instrumental ensembles are expected to supply their own copies of the music (except the required works) or give the chosen music list to the Jazz Division President for ordering by September 15th. They should expect to bring this music with them to the ILMEA conference or discuss plans with the Jazz Division President.

Once the Honors and All-State Vocal Jazz Ensemble concert repertoire has been determined, both conductors ~~is~~ are to confirm the selections with the Jazz Division President. The Honors and All-State Vocal Jazz Ensemble charts will be prepared and memorized in advance for the conference, and you will be asked by the Jazz Division President to prepare a welcome letter to the students, and any specific rehearsal notes, marked music, voice-part recordings or links to professional recordings that may assist the students in their advance preparation.

### **Ensemble Format**

Instrumentation for both the Honors and the All-State Jazz Bands is typically 5 saxes, 5 trumpets, 5 trombones, 2 rotating pianists, 2 rotating guitarists, 2 rotating bassists, 2 rotating drummers, and a vibraphonist (optional). This rotating rhythm section allows for more students to participate at All-State and work rhythm sectionals. Upon arrival, Jazz instrumentalists audition for placement in the All-State Jazz Band, Honors Jazz Band or Honors Jazz Combo.

The Honors Vocal Jazz Ensemble is 9 voices, with an extra soprano to help with soprano 1 and 2 part division, apart from the alto line. The All-State Vocal Jazz Ensemble is 24 voices, divided evenly across SATB. They each perform one to a microphone, with a maximum of 4 students per monitor speaker in the All-State Vocal Jazz Ensemble, and 3 students per monitor in the Honors Vocal Jazz Ensemble. These students have been selected by scores at district auditions and are ready to rehearse upon arrival to the conference.

Instrumentation for the Honors Jazz Combo is 1 Alto Sax, 1 Tenor Sax, 1 Trumpet, 1 Trombone, and 1 each of piano, guitar, bass and drum set. A vibes player may also be added if warranted by improvisational ability. The Director of this ensemble must be prepared to be flexible with the voicings of his/her arrangements of this music when rehearsals actually begin.

### **Contract and Biographical Information**

Completed contract biographical information and a publicity photo must be received by the ILMEA State Office by July 1st.

### **Program Length**

With five ensembles and emcee announcements, the ILMEA Jazz Night concert must adhere to a tight schedule in order to allow the final ensemble of the night an audience that is as interested and responsive as it was for the first ensemble. The concert order is: All-State Jazz Band, All-State Vocal Jazz Ensemble, Honors Jazz Combo, Honors Vocal Jazz Ensemble and Honors Jazz Band. With director cooperation the 7:30 pm concert will conclude by 10:00 pm. This allows for 25 minutes of music for each ensemble, with no more than 5 minutes total announcements. (Typically, this means 4 or fewer selections per ensemble.) Though the audience will show its enthusiastic approval at

the end of the program, absolutely no encores are allowed. Though jazz is a fluid art of great spontaneity, you must nonetheless plan your ensemble member's solo time within your program. ILMEA thus requires the director to take these limits into account when planning concert repertoire...and then take care to time your program once again during the rehearsals with help from a form provided by the Organization Chairperson of your group.

### **Solos**

ILMEA encourages distribution of solos to as many ensemble members as is practical during this brief performance. Directors are not to solo during the concert (although encouraged to do so during rehearsal). This is the student's' night, and the focus must remain on them.

While all instrumental All-State jazz students have jazz bands at their home schools, few All-State Vocal Jazz Ensemble students come from schools with vocal jazz programs. ILMEA believes it is important for the two Vocal Jazz Ensembles to provide an inspiring example to the students and directors across the state: thus be sure to include student's improvised solos within each ensemble during the concert.

### **ANNOUNCEMENTS**

As Director you will announce the title of the chart and soloist names and school. You may wish to offer brief words of thanks prior to the final selection, however, you are reminded that all announcements during your segment must total no more than five minutes, including the recognition of student soloists.

### **AFTER THE CONCERT**

Any music that you provide will be collected following the concert and returned to you by the chair. You will be presented with your check. Though you are welcome to return home as soon as the concert is over, ILMEA invites you to participate in the remaining jazz activities at the Conference. Typically, these include an after-concert jazz jam session, and additional Saturday morning clinics and performances. Your input is also welcome at the jazz division open meeting; and if you are not able to attend, feels free to pass on any recommendations via the Jazz Division President, or your Organizational Chair.