

Job Description for VBODA Selective Music List Editor

The Selective Music List Editor is responsible for maintaining the list of graded music literature that is eligible for performance at all VMEA/VBODA instrumental music assessments. Music evaluated includes works for band, full orchestra, string orchestra, solo instruments and any combination of small ensemble groupings.

Duties include (but may not be limited to):

- Contact music publishers, requesting submission of newly published works
- Receive music from publishers
- Provide publisher support through the arrangement of reading sessions of submitted music when possible
- Meet with publishers and composers at state and national conferences, promoting the vitality and importance of the Virginia Selective Music List
- Catalogue all submissions in preparation for evaluation by the review committee
- Data entry of all submissions into the VBODA database
- Preliminary evaluation of submissions in preparation for the review committee
- Work in collaboration with the Publications and Fees Board chairman to select review committee members
- Establish grading procedures
- Transport music to conference to be graded by the committee
- Supervise the grading of music by the review committee
- Post results of grading committee to the VBODA website
- Grade and post results of music submitted by members after review committee meeting
- Resolve literature eligibility/grading issues that may arise at assessments
- Report to the VBODA Executive Board as needed
- Serve on the Publications and Fees Board
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