

## Job Description for VBODA All-Virginia Auditions Data Manager position

The All-Virginia Auditions Data Manager is responsible for the accuracy and consistency of participant information pertinent to the annual All-Virginia Band and Orchestra audition process.

Duties include (but may not be limited to):

- Facilitate all aspects of the data process for auditions- student, director, and school.
- Edit and align all information to insure accuracy and consistency prior to the audition date.
- Provide technological support before, during, and after the auditions.
- Update and revise data collection processes and audition scoring input methodologies on an annual basis.
- Coordinate with the VBODA Webmaster to define and implement available technologies and strategies in the data collection process.
- As possible, provide on-site technological support during the auditions.
- Advise the Executive Board on appropriate technologies and materials that will further enhance the audition data process