

Texas Music Teachers Association
Job Description
Revised July 2019

MTNA Commissioned Composer Chair

1. Request composer nominations from all local associations by the October 30 deadline.
2. Receive all nominees' entry materials and prepare them for first round judging.
 - a. All nominated composers should submit sample recordings in mp3 format with no identifying characteristics in the file name.
 - b. Create separate folders in Dropbox for each composer labeled Contestant A, B, C, etc.
 - c. Place each composer's mp3 files into their corresponding Dropbox folder.
3. No later than Dec. 1, send a Dropbox link to the mp3 files to each member of the TMTA Preliminary Screening Commissioning Committee composed of the incoming TMTA directors, who will review the sample recordings of all of the nominated composers. The committee will only receive the sample recordings and should not receive names or bios of the nominated composers. By Jan. 15, the preliminary screening committee will rank the entries and the rankings will be averaged. Selection is reduced to three nominees.
4. No later than Feb. 1, prepare drop box folders labeled Contestant A, B, and C with the winning three nominees' mp3 files. The materials for the three nominees are made available through Dropbox link to the voting members of the TMTA board. Each member of the TMTA Board ranks the finalists 1-3 and the Commissioning Composer Chair collects the ballots via email. These votes should be submitted no later than March 1. The rankings are then averaged and the composer with the lowest (most favorable) score is declared the winner. The results should be forwarded to the TMTA President and the winner contacted no later than March 8.
5. Announce the composer winning the commissioning at the Board meeting in June and at a general session.
6. Provide information about commissioned piece, Convention attendance, and Convention premiere to the selected Commissioned Composer.
7. Monitor progress of the Commissioned Composer during composition process.
8. Submit previous year's commissioned composition (recording and score) to MTNA-Shepherd Distinguished Composer of the Year competition using the MTNA Commissioning Portal.
9. Prepare the Commissioning Contract through the MTNA Commissioning Portal and communicate with the TMTA President to request the MTNA portion of the Commissioned Composer Award (\$750)
10. Act as liaison between Commissioned Composer and the TMTA Officers and Board of Directors.
11. Confirm all convention needs (practice room, performance venue needs such as music stands, microphone, etc. and travel/hotel arrangements) with the Assistant Convention Manager.
12. Welcome and assist Commissioned Composer at the TMTA Convention.
13. Initiate publicity concerning the Commissioning Composer Program.
14. Submit *TMT* articles before each deadline updating Commissioning Composer activities.
15. Secure the check from the VPBA (\$1,500) for the commission award.
16. Assist with arrangements to record the premiere performance if requested by the composer. Composers may choose to make a recording before or after the premiere performance.
17. Introduce Commissioned Composer and performers at the TMTA Convention.

18. Write at least one article for the Fall or Spring issue of the *TMT*. This article should discuss the performance of the commissioned work at the TMTA Convention and encourage local associations to nominate more Texas composers.