

# Project Director

## General Job Descriptions & Responsibilities

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## Specialized Projects Management

1. Communicate with and among executive officers, board members, area project directors, area program directors, members & volunteers to ensure the most efficient operation & management of the organization and the most outstanding outcome of all projects AIFF sponsors.
2. Provide financial support through grant-writing....
  - (a) Georgia Council for the Arts
  - (b) Georgia Humanities Council
  - (c) Georgia Department of Economic Development
  - (d) Georgia Power Foundation
  - (e) Target
  - (f) Sam's Club
  - (g) UPS
3. Follow up with #2: Administer grants and file final reports for reimbursement after the program within 30 days after the project.
4. Coordinate annual Folk Fair's 6 station activities: **Station # 1 – Station # 6** & Communicate among organization members and CC staffs:
  - (a) Discuss floor plan (of Conference Center) with area project directors
  - (b) Submit area project directors' desired floor plan for CC's approval
  - (c) Oversee the set up of CC and would need to stay till the whole set-up is fully completed on Wednesday, and again on Friday. **SHALL NEVER leave CC until the job is ALL DONE as planned... even till 2:00 or 3:00 a.m.**
5. Create year-long **Timelines & Tasks** for all members to agree on and to follow throughout the year
6. Reserve the Lowndes High School Cafeteria for annual workshops on the 3<sup>rd</sup> and 4<sup>th</sup> Saturdays of January; Coordinate dinner banquets (CIA and AIFF) right after the workshop.
7. Solicit sponsors for Super Saver Card in order to support area projects' fund-raising Efforts. Additionally, will sponsor LHS CIA with 100 cards (CIA may expect \$6 per card x 100 = \$600 income.)
8. Organize organization's souvenirs sale including purchasing items.  
**Expected Net income \$6,000.00 with investment of \$3,000.00**
9. Would like to personally take all photographs for all events and activities.... Without good photos, program's promotion will be struggling, even impossible!!

10. Create & print all tickets for Saturday's admissions – regular admission, dance teams, geography ambassadors & VIP.
11. Coordinate & compile all feedbacks from area projects and board members into a booklet for all board members' review and inputs for improvement and presented the booklet on the post-event meeting on the first Thursday of May.
12. Work with Director of Editing and Publication to create scripts and videos to promote the project at Youtube.com, on AIFF website, VSU TV Channel and The Fun Channel America Network.
13. Produce DVD for every dance to get one complimentary DVD & to broadcast at Fun Channel.
14. Promote Saturday's festival: MUST accrue \$6,000 admission revenue to meet our income goal.
15. Distribute flyers and posters to all possible public places locally and regionally
16. **If decide to print flyers**, distribute flyers and posters to every public school in South Georgia including the following 10 counties: Lowndes, Brooks, Cook, Berrien, Lanier, Echols, Clinch, Thomas, Colquitt, Tifton (including city of Sylvester)
17. Sell Advertisements for annual MUST PRINT Preview...  
Whole page color: \$600
18. Meeting with media to discuss promotional plan:
  - (a) Valdosta Daily Times: IN-KIND Support
  - (b) Black Crow Media:  
**MUST SIGN CONTRACT WITH RUNNING TIME during the meeting... NOT after the meeting!!**
  - (c) Fun Channel America:  
**MUST SIGN CONTRACT WITH RUNNING TIME during the meeting... NOT after the meeting!!**
- 19. Big Fund-Raising Item - \$3,600.00 for**
  - (a) One whole color page ad for Preview
  - (b) Stage Banner sized 20 feet long x 3 feet wide
  - (c) Announce the winning teams of World Culture Folk Dance Competition and give awards
  - (D) Be the narrators for the World Culture Folk Dance Competition; three divisions – Youth/Adult Small Group/Adult Large Group  
Will be well recognized at our news release, DVD, Radio Commercial.
20. Participate in many community's festivals to sell souvenirs for fund-raising – Open to any interested area projects to participate for their own fund-raising

# Specialized Projects Management

## (1) Coordinate School Field Trip Project

1. 2,400 students with expected income of **2,400 students x \$6.00/per student = \$14,400.00**. **We have already reached the max of 1,200 students/each day that the venue may take:**

(a) Send out invitations & updated Teachers Filed Trip Planner during teachers' work day on early August... During these planning periods that teachers decide the field trips.

(b) Reservation deadline: End of August

(c) Middle of November: Send Invoices to all schools who reserve to attend the Folk Fair.

(d) Admission due: Before Christmas Break

(e) Early January: Send receipts to all schools that sent admissions

(f) Must keep on updating the total number of students confirm to attend with admission paid.

(g) By February 15, get the college ambassadors sign-up forms from Director for College Ambassador; assign the college ambassadors to their job responsibilities

(h) Confirm services with college ambassadors – Send job assignment

(i) Middle of February: Send 1<sup>st</sup> notice of TEACHER MUST KNOW: Event map, assign group number, organize traveling route, assign college ambassadors

(j) Early March: Send a brief, final notice of Teachers MUST KNOW before HITTING the ROAD – Parking instruction and ALL... BRIEF and easy to read/catch!!

2. One the day of field trip, meet teachers and give a welcome.

3. Constantly walk around to greet/chat with teachers and see/observe if they are happy with the program.

4. Print the flyer of Essay Contest and find the English teachers/ or team leaders to give the flyer and invite the teachers to encourage students to write essays. Give teachers a pre-addressed envelope to mail in the essays.

### **Schools on the sure-attend list and must contact;**

(1) Hahira Middle - 300

(2) Pine Grove Middle - 300

(3) Lowndes Middle - 300

(4) Brooks County Middle - 100

- (5) Thomas County Middle - 300
- (6) Williams Middle (Moultrie) - 300
- (7) Berrien Middle - 60
- (8) Lee County Middle - 200
- (9) Echols County Middle - 50
- (10) Valwood School - 50
- (11) Southland Christian - 50
- (12) St. John Catholic - 20
- (13) Georgia Christian -30
- (14) Madison County – 200
- (15) Open Bible – 30

If spaces become available, contact:

- (1) Cook Middle
- (2) Lanier County Middle
- (3) Worth County Middle in Sylvester

They all know the project well and are all in the interest list.

## **(2) Coordinate Folk Dance Competition Project**

**Hope to grow to 40 teams to participate in 2010, the 5<sup>th</sup> Annual Competition. (We had 22 teams/12 countries in 2006; 2007 & 2008 – 24 teams; 2009 – 31 teams/18 countries & regions)**

1. Visit international festivals in FL, AL, SC, TN and NC to invite international teams to participate in the competition
2. Send out News Release for the World Culture Folk Dance Competition (Prepared by Director of Editing & Publication) to media locally, regionally and surrounding states.
3. Send out invitations through youtube contacts & web search (FYI, during the year of 2008-2009, we sent out at least 3,000 invitations, average 60 invitations per week.)
4. Constantly follow up with invitations
5. Send registration forms, rules and regulations every competitor must know & scoring sheet to interested teams.

6. Pick Panel of Judges & announce their qualifications at websites
7. Receive registration forms – MUST have the teams signed for all agreements.
8. Draw order for line-up
9. Mail complimentary admission tickets to all dance teams
10. Create and print scoring sheets of every team for judges to score
11. Write scripts for introducing panel of judges and dance teams for the narrators
12. Notice to all dance teams for line-up order and all must know before check-in
13. Connect the dance teams with their community ambassadors – The Director for Community Ambassadors will help.
14. On the day of event, be sure to walk around to greet and welcome the dance teams. Constantly walk around the dressing rooms and stage to check if the teams are well settled and if any further assistances are needed.
15. Post team's line-up order all around the venue.
16. Coordinate the **"Predict the Champions"** activity – We sell and draw raffle tickets for predicting the champions; Make the sign of each team for basket to drop raffle tickets. Once the champion team is announced, bring the basket of the champion team to the narrators for prizes drawing.
17. Envelopes for Cash Awards
18. In case of any arguments incurred among the participants, the participants will be sent to the board member and the board member must refer to the manual as the main decision factor.
19. Research, evaluate and revise the competition scoring sheet and judging criteria and have it designed to best meet all competition teams' expectation. A final form is due on June 30 to the project director to update website and to promote the project.
20. **Set up a system** of the scores recording procedures and have it well explained, practiced and enforced among panel of judges and scores-recording team.

**Additionally, need to work closely with the Chair of Panel of Judges in managing the competition on the competition day:**

21. Hold the pre-event Judge's meeting on **Friday, March 5, 2010, 7:00 – 9:00 p.m.** Review all must know with judges.
22. Receive the list of winning teams; make sure all judges must agree and sign; bring the list to the narrators for announcing the winners.

**(3) Coordinate World Geography:**

## **Are You Smarter Than 7<sup>th</sup> Grader Project**

1. Contact the following middle schools to recruit **8 - 10** students from the 7<sup>th</sup> grade to be the geography ambassadors:

Valdosta/Newbern/Lowndes/ Hahira/ Pine Grove / Echols/Lanier/Brooks/Berrien/  
Moultrie / Thomas/Tift

2. All students must attend the Pre-Event workshop on the 4<sup>th</sup> Saturday of January, the 23<sup>rd</sup>, for pictures to be used in the preview story & learn the rules and procedures of how the game will be conducted. Every student will get the Geography Ambassador t-shirt.

3. Must participate in the rehearsal on Saturday, March 6, **9:00 - 10:00 a.m.**  
**Report to the host at 9:00 a.m.**

4. Every student will get three complimentary admission tickets to participate in the event.

5. Advise students must bring their own lunch money for lunch.

6. Compile the questions for the host to conduct the show.

7. Prepare at least 40 sets of the fans with numbers 1 & 2 & 3 to be used for the ambassadors and audiences who wish to participate in the contest to win prizes.

### **(4) Coordinate Robot Technology Project**

1. Design the flyer to promote the project.
2. Send the flyers to principals/teachers.

### **(5) Coordinate Youth Invention Project**

1. Design the flyer to promote the project.
2. Send the flyers to principals/teachers.