

Position: UIL Region 24 Executive Secretary

Type: Independent Contractor (Annual Appointment)

Start Date: July 1, 2025

Application Deadline: June 10, 2025

UIL Music Region 24 is seeking a dynamic, organized, and experienced leader to coordinate all aspects of UIL music contests across the region. Responsibilities include scheduling, communication, budgeting, judge contracting, and contest operations.

Ideal candidates will have:

- UIL Music event experience (Marching Band, C&SR, Solo/Ensemble)
- Strong communication, organization, and leadership skills
- Background in music education preferred
- Proficiency in Google Workspace, Microsoft Office, and financial software

To apply, send a letter of interest and résumé to: **Pete Hazzard** at hazzardjrp@friscoisd.org. Please note that only select candidates from those that indicate interest will be invited by the Executive Committee to interview.