



UIL Music Region 24 Executive Director Job Description

Job Title: UIL Music Region 24 Executive Secretary

Wage/Hour Status: Exempt

Reports to: UIL Music Region 24 Executive Committee

Pay Scale: as determined by the Executive Committee

Date: May 5, 2025

Primary Purpose:

To manage all aspects of UIL Music Region 24 competitions and events. The Executive Secretary ensures compliance with UIL rules and facilitates effective operations, communication, and financial accountability across the region. The Executive Secretary is an independent contractor serving at the discretion of the Region 24 Executive Committee, in accordance with the Region 24 Memorandum of Understanding.

Qualifications:

Education/Certification:

- Bachelor's Degree in Music Education Required
- Service in Texas public schools with UIL event experience preferred.

Special Knowledge/Skills:

- Comprehensive knowledge of all UIL Music policies and procedures.
 - Strong leadership skills.
 - Excellent organizational, communication (verbally & written), and interpersonal skills.
 - Ability to delegate responsibilities when appropriate.
 - Must be able to operate office equipment (i.e. computer, scanner, copier, and telephone) with a high degree of proficiency.
 - Have strong knowledge of budgeting practices and procedures.
 - Have extensive knowledge of secondary school music in all UIL contest divisions.
- Working knowledge of Microsoft Office, Excel, Word, Adobe Acrobat, Google Suite, and Quicken software programs.

Experience:

- Experience organizing UIL events
- One to three years bookkeeping and general office experience
- Background in Secondary music education preferred

Knowledge and Skills:

- Strong interpersonal, verbal, and written communication skills
- Proficiency in event planning, budgeting, and conflict resolution
- Working knowledge of UIL Music rules and procedures
- Proficiency in Google Suite, Microsoft Office, and financial software (e.g., Quicken)
- Ability to lead, delegate, and collaborate with multiple stakeholders

Major Responsibilities and Duties:

- Lead all UIL music events and ensure region-wide consistency
- Coordinate contest dates, judges, entries, awards, and logistics
- Manage region website and distribute information in a timely manner
- Collaborate with school officials, event hosts, and committee members
- Maintain accurate financial records and oversee audits
- Pay vendors and judges in accordance with approved budgets
- Represent UIL Region 24 with professionalism and integrity
- Fulfill duties as outlined in the Memorandum of Understanding, reporting directly to the Executive Committee

Office and Travel Requirements (in-home or other):

- Must maintain an in-home office and space for award storage
- Travel required to all Region 24 events and committee meetings

Mental Demands/Physical Demands/Environmental Factors:

- Position may require periods of sitting at computer or standing at copier
- Some lifting of boxes
- Use of vehicle to run errands, pick up/deliver supplies as necessary, and attend all music events
- Periods of long hours organizing and managing contests/evaluations and preparing requisite documentation