



Missouri Music Educators Association

A Federated State Affiliate of the National Association for Music Education

Orchestra—Sample Questions for Your Administrator

General:

- What are their goals for the program?
- What would they like to see changed?
- What would they like to see kept the same?
- What support can/will be offered to make the necessary changes?
- Where would I find my class roster for the upcoming year?
- What is the budget and what does it cover?
- Who do I talk to about placing orders?
- What is the procedure for ordering needed materials? (PO, purchasing card?)
- Has an instrument rental night been scheduled? What company has been used in the past?
- Who do I talk to about ordering transportation, and how much lead time do I need to give them?
- What events are already on the school calendar?
- What is the procedure to add events to the school's master schedule?
- What is the priority if multiple events are on the same day?
- What is the social media policy? Who has access and who is responsible for posting?
- When does the administrator want to see your handbook and policies and procedures for the class?
- What is the school policy on grading and attendance at events that don't take place during the school day?
- What type of professional development funds are available and how are they accessed?
- What is the policy on fundraising?
- Where are concerts held?
- If there is an auditorium, who does the scheduling?
- What kind of lighting and sound is in the auditorium? Who has access?
- Where are the chairs for the performers?
- How much access will I have to the auditorium?
- Are there times of the year that the auditorium is not available?
- If there is no auditorium, how much time is needed to set up the chairs for the audience and performers in the gym?
- Is there a chance to rehearse in the gym?
- Is there a sound system in the gym?
- Is there a school musical and what are the expectations for the music staff?
- How many concerts have been scheduled in the past?

Ensemble specific:

- Is there a school website and/or a separate webpage for the band/choir/orchestra?
- What is the policy on after school lessons? Is it considered part of the stipend, or can the teacher charge the students?
- Is there a music booster group or a school booster group?
- Would they be opposed to you starting a booster group for the band/choir/orchestra?
- What is the policy for ineligible students? Is it each grading period, quarter, semester?
- What is the policy on overnight trips?
- Who pays for the rooms?
- How many chaperones are required?
- Who pays for the meals for school trips?
- Who pays for festival entry fees?