

## POPS: Job description

**Position Title:** POPS Elementary Rep

**Purpose:** To support the Performing Arts staff at the elementary schools.

### **Key Responsibilities:**

1. Reach out to your faculty member before events/concerts and occasionally throughout the school year to see how you can support their efforts.
2. Attend concerts and performing arts events at your elementary school as able.
3. Buy a ~\$15 bouquet of flowers/candy/potted plant/poinsettia or similar to be presented to the teacher at the end of each event. Ask a student to present.
4. Help with publicity by taking some photographs (with cell phone if is all you have) if no photographer is available. Submit to POPS Publicity Chair for print and social media.
5. *Be available to help if needed at the All-town Band and Orchestra concerts (involving elementary and middle school students) in May of each year. This includes coordinating a small reception (held in the middle school cafeteria after*

*concerts) with some desserts and drinks (make signup genius)-can ask for parent emails from Russell Wilson-elementary orchestra teacher for ATO and Julie Verret & Katie Dexter-elementary band teachers. (new idea spring of 2018 so need to ask teacher in following years if they would like)*

6. Attend the four POPS meetings of the school year and POPS Social events as you are able.

**Time commitment:** 0-1 hours/month