**THEORY COORDINATOR**

Revised 2018

**GENERAL RESPONSIBILITIES**

1. Chair the Theory Committee.

2. Supervise the compilation and publishing of the OMTA theory tests and recordings. Written tests include: piano levels 1-12, flute levels 3-8, string levels 3-8 (violin, viola, and cello) aural awareness levels 1-2, 3-4, 5-6, 7-8, 9-10, and 11-12.

3. Order and distribute theory awards.

**TIMELINE**

**January**

1. Check award inventory of blue and red ribbons, pins, certificates, and Claudia Busse/Theory Progress plaques (State Achievement Chairman has the plaques). Quantity should be 1/3 more than given last year. If not order from: MTM Recognition, % Bobby Thomas, 405-609-6969

2. Compile list of Centers deadline/audition dates.

**February**

1. *Theory Committee meeting*. The committee will edit rough drafts of the assigned written tests.

2. Email district theory chairs and request type and number of theory awards and number of aural awareness CD’s.

3. Reproduce CD’s.

**February/March**

Mail ribbons, pins, certificates, CD’s, chairman instruction letter, award guidelines, and theory award applications to the district theory chairs 10 days before their auditions.

**April/May**

1. Compile CB/TP applications.

2. A week before State Auditions email the Claudia Busse/Theory Progress letters to the teachers.

3. Consult with the VP for Auditions and Competitions and the President-Elect for new incoming Theory Committee members.

4. Prepare OMTA Board report.

**June**

1. Obtain list of next year’s district theory chairs.

2. Format next year’s tests.

**July**

*Theory Committee meeting*. The committee will proof all tests and make the grading keys to the tests. Theory guidelines will be reviewed for the year after.

**August**

Current theory guidelines will be sent to the Webmaster and to the membership via Constant Contact. All revisions will be in red type.

**September**

Piano tests with corresponding aural awareness tests (script, musical example, and answer sheet) will be assigned to theory committee members following the revised theory guidelines that were made in July. These tests will be completed and submitted to the chair in December.

**September/** **October/November**

1. Final test revisions and corrections of the formatted, current tests will be completed by the chair.

2. Aural Awareness recordings of the current tests will be completed by the AA member in CD and mp3 files.

**December** – Assigned September piano tests will be submitted to the flute and string members. The flute and string tests will be completed and submitted to the chair one week before the February meeting.

**DECEMBER 15th** – WEBSITE Deadline to post completed theory tests for the coming year. Submit tests in PDF format and mp3 files to the Communications Committee. Tests are created with Finale .musx