**THEORY COORDINATOR**

Revised 2022

**GENERAL RESPONSIBILITIES**

1. Chair the Theory Committee.
2. Supervise the compilation and publishing of the OMTA theory tests, aural recordings, and answer keys every two years as well as make updates and revisions to past theory tests. Test levels include piano levels 1-13, flute levels 3-8, clarinet 3-8, violin 1-8, viola 3-8, (cello to be re-developed soon) aural awareness levels 1-2, 3-4, 5-6, 7-8, 9-10, and 11-12.
3. Work with the webmaster to accurately upload all tests, aural recordings, and answer keys.
4. The Chair will be a member of the OMTA Auditions and Competitions Committee and participate in any meeting called by the VP for Auditions and Competitions.
5. Order and distribute theory awards.

**TEST CREATION OVERVIEW**

It was decided at the June 2022 board meeting to create a new theory test every two years instead of annually. On the alternate years, old theory tests will be updated and reused. A 2-year test development timeline has been outlined below.

**2-YEAR TEST TIMELINE AND CHAIR RESPONSIBILITIES 2022-2024**

**January Year A (2022)**

Prepare report for January Auditions and Competitions Meeting

**February-May Year A (2022)**

Monitor any testing/grading issues that arise during the District and State Achievement Auditions.

**June Year A (2022)**

1. Prepare report for June Auditions and Competitions Meeting and Board Meeting
2. Update Theory Guidelines with any corrections from the past year.
3. Contact Theory Committee members and ask them to write questions for the 2024 theory tests. These changes can be annotated in pen/pencil on top of the past years’ tests and scanned to the Theory Chair for formatting. Each committee member will make revisions for two theory test levels. The Theory Chair should send the updated Theory Guidelines to the Theory Committee prior to beginning the creation of new tests. Deadline June 30.
4. If there are no further revisions to the Theory Guidelines after being evaluated by the Theory Committee, send the updated file to the webmaster for posting on the website and via Constant Contact to the membership.
5. Secure an individual with proficient composition skills to write music analysis and aural skills examples for all levels of the tests (currently done by Mary Sallee). Deadline August 1.
6. Begin formatting 2024 theory tests as materials are received from committee members.

**July Year A (2022)**

Make updates/edits to a past theory test for the upcoming 2023 year. Send drafts of the tests, aural recordings, and answer keys to theory committee for any final edits.

**August-October Year A (2022)**

1. Make corrections to upcoming revised tests (2023) and send files to webmaster for posting. Aural files should be saved as mp3 and print files saved as PDF.
2. Keep final theory files organized in the shared OMTA Theory Google Drive folder.
3. Check all 2023 theory tests file links for accuracy on the website. Give final seal of approval for 2023 tests.

**November Year A (2022)**

1. Send 2024 tests to Theory Committee for proofing once they are formatted.
2. Have Theory Committee make answer keys for new 2024 tests.

**January Year B (2023)**

Prepare report for January Auditions and Competitions Meeting

**February-May Year B (2023)**

Monitor any testing/grading issues that arise during the District and State Achievement Auditions.

**June Year B (2023)**

1. Prepare report for June Auditions and Competitions Meeting
2. Deadline June 30 to have tests, aural files, aural scripts, and answer keys formatted for 2024. Tests should be saved in PDF format and aural files saved in mp3 format.

**July Year B (2023)**

Send formatted tests and answer keys to theory committee and then the “inner circle” for careful proofing. Deadline August 1.

**September-November Year B (2023)**

Have the final 2024 tests edited and uploaded by the webmaster. Check the website carefully to make sure all file links are accurate.