

Miss Farmington Scholarship Pageant

Job Description – Executive Director

The Executive Director is a volunteer position, without compensation

Lead the efforts of the Miss Farmington Pageant

- Beginning in November/December each year, work with the Arts & Special Events Coordinator (A&SEC) to determine how to recruit contestants for the upcoming pageant. This may include, but is not limited to:
 - Sending letters to all Farmington area Juniors/Senior as well as the 3 previous years of Seniors.
 - Maximizing the use of Social Media.
 - Designing necessary marketing materials for the recruiting effort.
 - Working with the schools to do onsite recruiting.
 - Developing new ideas to draw new contestants.
- Working with the A&SEC to determine the schedule of events for workshops, rehearsals, contests and the pageant.
- Delegating the lead and/or leading the workshops, rehearsals, contests and pageant week.
- Work with the Little Miss Director to communicate the needs of the Little Miss Court.

Coach/Guide the current Miss Farmington and Royalty

- Immediately following the pageant meet with the new royalty to discuss:
 - Expectations and conduct (participation, appearance, punctuality etc).
 - The 12 month schedule.
 - Discuss goals and expectations with your new titleholder. This will be separate from the meeting with the royalty and will help to plan your strategy with her.
 - Work with the Royalty to determine what they will do for Festival Days fundraising booth (or any other activities they would like to do throughout that week).
- Assist the Royalty for the activities during the week of Festival Days (week leading up to the 2nd Saturday of July).
- Meet, on a regular basis, with your current title holder. Periodically in the beginning, increasing the frequency as the Miss Utah Pageant approaches.
- Assist current titleholder with any efforts she is leading (for example...events/activities she is chairing, etc).
- Send reminders to the Royalty about upcoming events. Including, dates, times dress code, if the event is with or without crown/sash and expectations from the event.

Represent the Miss Farmington Pageant at Miss Utah Events

- Acting as the point contact with the Miss Utah Board on all communication.
- Attend two annual workshops (3rd weekend in November, 3rd or 4th weekend in March).
- Attend the Miss Utah Pageant (2nd or 3rd week in June). The pageant will consist of 6 days of events:
 - Monday: Contestant autograph event at Station Park in Farmington (optional).
 - Tuesday: Show Me Your Shoes Parade at Gardner Village (optional).
 - Wednesday: Night 1 of preliminary competition (ticket paid for by the city).
 - Thursday: Night 2 of preliminary competition (ticket paid for by the city).
 - Friday: Night 3 of preliminary competition (ticket paid for by the city).
 - Saturday Morning: Breakfast honoring the outgoing Miss Utah (local directors, and parents attend along with the Miss Utah board/committees, state judges and contestants. This is very beneficial as it is usually followed by a Q & A with the state judges to gain insight into the competition. (1 ticket paid for by the city).
 - Saturday Night: Final competition night, Miss Utah is crowned (ticket paid for by the city).
- Update the Miss Farmington Page located at missutahpageant.org.

Miscellaneous

- Maintaining a Board of Directors and an Operating Board (of which will have committees) that you will delegate specific assignments to throughout the year. The necessary roles will be:
 - Assistant Director – Board of Directors
 - Little Miss Director – Board of Directors
 - Secretary – Board of Directors
 - Sponsorship Coordinator - Operating Board
 - Miss Farmington/Contestant preparation coach – Operating Board
 - Judges Chairperson – Operating Board
 - Pageant Producer – Operating Board
 - Technical Director – Operating Board, reporting to Producer
 - Choreographer – Operating Board, reporting to Producer
- Work with the Little Miss Director to incorporate their program into your year of activities.
- Regular communication with the A&SEC to give updates on how the year is going and how the pageant is progressing.
- Enhance the program in ways you see fit.