

Education Chair

1. Serves on the Board of Directors of the Guild.
2. Arranges the dates, locations, prices and presenters for *Musical Exploration* programs
 - a. Arranges for programs held over the lunch hour (traditionally, *Listen & Learn*).
 - b. Prepares the advertising flyer for each upcoming *Musical Exploration* program.
 - c. Prepares the printed program and makes copies of the program for each event.
 - d. Provides the membership and media with program information, primarily via email and in the RMG Newsletter. If mailed, details about mailings are in *Bulk Mail Guidelines*.
3. Oversees other educational outreach programs, such as *Master Classes for Young Musicians* or other special programs, making use of an assistant or sub-committee to handle such programs where appropriate.
4. Determines whether there are grants available that might be tapped for any of the education programs. Submits grant applications as appropriate.
5. Monitors the RMG Education email account, education@rochestermusicguild.org.