



Arkansas

Choral Directors Association

Assistant Executive Director

Application for Employment

I. PERSONAL INFORMATION

Name: _____

Physical Address: _____

Mailing Address: _____

Date of Birth: _____

Male: ☐ Female: ☐

Cell Phone: _____ Home Phone: _____

Email: _____

II. EDUCATION

High School: _____

Graduation Year: _____

College/University: _____

Graduation Year: _____

Major/Minor: _____

Degree Received: _____

Post-Graduate Studies: _____

Degree(s) Received: _____

Other Information/Certifications: _____

III. WORK HISTORY

List previous employment beginning with the most recent:

Employer: _____

Address: _____

Position Title: _____ **Dates of Employment:** _____

Reason for Leaving: _____

Direct Supervisor: _____ **Phone:** _____

May We Contact This Person? _____

Employer: _____

Address: _____

Position Title: _____ **Dates of Employment:** _____

Reason for Leaving: _____

Direct Supervisor: _____ **Phone:** _____

May We Contact This Person? _____

Employer: _____

Address: _____

Position Title: _____ **Dates of Employment:** _____

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the paper.

V. VISION FOR THE ORGANIZATION (If additional space is needed, please use a separate sheet of paper.)

- 1. What responsibilities do you handle in your current position that would qualify you for the role of Assistant Executive Director?**

- 2. Write briefly about your choral background and your experience with the Arkansas Choral Directors Association.**

- 3. Explain how your strengths would help you fill the job responsibilities of Assistant Executive Director of ArkCDA. In your opinion, do you have any weaknesses that might hinder your job performance?**

- 4. What is your immediate vision for ArkCDA? In 5 years? In 10 years?**

- 5. What aspects of the Assistant Executive Director's job are vital for the success of ArkCDA?**

- 6. What methods of conflict resolution do you find most effective?**

- 7. In your opinion, what are the strengths and weaknesses of ArkCDA?**

VI. SCENARIOS

The following are scenarios that have occurred within ArkCDA. Please describe how you would resolve the issues described below.

1. **During audition day, you are made aware of a cell phone interrupting a student's tryout that clearly affected their audition. The next day you receive a call from an angry parent, and on Monday a call from the AAA. How would you handle this scenario in a manner that best represents ArkCDA?**

2. **Each year, directors express concerns about discrepancies among judges' scores at All-Region auditions. What would you suggest to improve the quality, accuracy, and consistency of judging?**

VII. SIGNATURE AGREEMENT

Please review your answers to ensure all questions have been completed accurately.

I, the undersigned, hereby declare that, to the best of my knowledge and ability, the information provided in this application is true and factual.

I understand that any false, misleading, or incomplete statements may result in my dismissal as an employee or rejection as an applicant.

I further understand that this position requires a background check.

Signature: _____

Date: _____

Completed applications are due by October 24, 2025.

Once completed, please upload this form **along with a current resume** using the submission link on the ArkCDA website: [!\[\]\(e1d6102fe77919492c04879c8450f1f5_img.jpg\) Upload to Dropbox](#)

All questions regarding the Assistant Executive Director position or hiring process should be directed to: **Terri Whitworth**

[!\[\]\(d5d7044e5caf6907399af2dced8d6ff8_img.jpg\) twhitworth@arkcda.page](mailto:twhitworth@arkcda.page)