

A.I.M. Site Coordinator – Job Description  
Gateway Arch East Music Teachers Association  
Submitted 2/9/20 by Gill Cerbin

1. Liaise with the SWIC Music Department Chair and agree upon dates for the following year's AIM Theory Examinations in February and Performance Examinations in April (July/August).
2. Notify the President, Program Chair and Newsletter Chair, so that this information can be communicated to the rest of the local association (August).
3. Re-confirm availability and requirements for the February examinations with SWIC (January), and April examinations (March).
4. Liaise with AIM Examinations Copying coordinator to arrange for materials to be brought to the testing site and returned at the end of the examinations.
5. On testing days, contact SWIC Public Safety [(618) **235-2700, ext. 5221**] to have facilities opened and locked upon completion of examinations. FYI: Emergency phone number is (618) 222-5555.
6. Send thank you email to Music Department Chair for use of facilities upon completion.