

kentucky world language association

# World Language Showcase & Gala Event

**The Kentucky World Language Association is seeking applications for Executive Director to organize student showcase event.**

The KWLA World Language Showcase & Gala is a network of statewide events designed to certify and showcase students' communicative and intercultural competencies that are aligned with state, national and international benchmarks. Student performances demonstrate the application of 21st century skills in real-world situations as preparation for life in college, the workplace and the global community.

KWLA is currently soliciting applications for an Executive Director to oversee all aspects of this new world language student event.

## Executive Director Responsibilities

1. Develop and maintain systems of communication with the KWLA Board, hosting site(s), Regional Directors, the membership and others.
2. Develop and maintain all logistical systems to host a statewide event for 1,000+ students.
3. Oversee the KWLA World Language Showcase budget and submit detailed finance reports to the KWLA treasurer.
4. Coordinate with representatives of the various language affiliates to develop and maintain assessment prompts.
5. Evaluate effectiveness of KWLA Showcase Guidelines and make recommendations for changes.
6. Ensures appropriateness and security of Festival examination materials.
7. Chair the work of the KWLA World Language Showcase committee.
8. Write and submit a written report updating the KWLA Executive Board for each regularly scheduled board meeting.
9. Attend all regularly scheduled KWLA Executive Board meetings.

## Executive Director Qualifications

1. Experience in organizing events that involve 500+ participants.
2. Initiative and drive to be a leader who can organize a team of volunteers.
3. Understanding of best practices in world language learning (including familiarization with second language acquisition, performance-based assessment, standards-based grading, etc.)
4. Ability to communicate in an effective and timely manner with a diverse range of constituents.
5. Evidence of financial management and report writing skills.

## Salary Expectations

Salary for the Executive Director position is currently budgeted at \$5,000 annually.

**Submit a letter of interest indicating any previous experience with organizing similar events no later than **SEPTEMBER, 14, 2011** via email to [festival@kwla-online.org](mailto:festival@kwla-online.org). For questions please contact KWLA President, Randy Barrette at [president@kwla-online.org](mailto:president@kwla-online.org).**