



Choir Manager Job Description

(Member of the Executive)

August 2017

- Before registration in the fall, the Music Director will provide you with information about the upcoming year. Put this information in an email for distribution.
- Send this email **To** the Music Director and Choir Manager (so the **To** line isn't blank). Blind carbon copy (**bcc**) **ALL other members**. (Use the membership lists from the fall and spring sessions to determine recipients.)
- Set up and chair Executive meetings 2-3 times a session or as necessary.
- Take minutes of Executive meetings and prepare and distribute written minutes.
- Prepare Action Items spreadsheets resulting from meetings and share with other executive members.
- Ensure that items on the Action Items sheet are completed by the responsible executive member at scheduled times and update sheets as required.
- Meet with Music Director, the Executive, and/or choir members to create special projects; for example, rehearsal location, purchase of equipment, fund-raising opportunities, and insurance requirements.
- Update all job descriptions as necessary on an annual basis.
- Find volunteers for committee heads, socials, etc.
- Oversee jobs of:
 - Reception Coordinator
 - Front-of-House Coordinator
 - Tickets/Posters/Programs Coordinator
 - Publicity Coordinator
 - Social Committee Coordinator
 - Membership Coordinator
 - Treasurer

- Facilities Manager
 - Music Librarian
- Work with Music Director and Executive to structure goals and future activities of the choir.
- Make announcements to choir via email and the website as needed.
- Update the ACC Policy Manual *What We Do and Why We Do It* as needed.
- Work with the Facilities Manager and Reception Coordinator to ensure that:
 - there is a plan for the setup of tables, sound system, kitchen use, electric outlets, etc.
 - all our kitchen items, decorations, etc., are cleaned up before leaving.
- For each concert, inform the members of the Executive as to who is handling which aspects of the concert.

Website

Managing the choir's website, www.arnpriorcommunitychoir.com, is currently the responsibility of the Choir Manager. This involves updating the website as necessary, making design decisions, and ensuring that payments for the website and the domain name are made annually.

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