

## **Chorus Job Descriptions - Brief**

1. Music Team - Plan and guide all musical activities of the chapter.
2. Section Leaders - Take charge of sections in section rehearsals and keep roll.
3. Director - Teach songs and craft and direct the chorus in all singing activities.
4. Assistant Director(s) - Assist the Director and do chorus warm-ups each week.
5. Music Librarian - Keep music & guest books in order, take charge of music file.
6. Tape Librarian - Keep learning tapes & preview series tapes on file & distribute.
7. Chorus Manager - Take charge of all chorus activities. Arrange public performances.
8. Presentation - Help plan meaningful “visual sell” for all chorus songs.
9. Quartet Promotion - Help promote quartet activities within the chapter.
10. Uniforms - Plan present and future uniforms for chapter chorus.
11. Show Committee - Plan and present annual show, help develop package shows.
12. Master of Ceremonies - Plan for MC’s for shows, performances, etc..
13. Script - Help write entertaining scripts for shows and package shows.
14. Stage Manager - In charge of staging, lights, props, etc., for all performances.
15. House Committee - Set up for meetings and clean up.
16. Social Committee - Plan social functions such as ladies nights, picnics, family nights.
17. Ways and Means - Plan income activities for the chapter.
18. Public Relations - Sell our product to our members, guests and to the public.
19. Sunshine Committee - Sick call, Weddings, birthdays, anniversaries, births, etc.
20. Chapter Historian - Keep records of all chapter activities -f ile, scrap books, etc..
21. Chapter Photographer - Photos of groups, quartets, chorus, etc., for publicity.
22. Publicity - Publicize chapter events such as shows, performances, etc.
23. Ushers - Help to provide ushers for annual show/performances.
24. Afterglow - Help provide afterglow facilities, set up, operate and clean up.
25. Membership - Help work on membership recruitment and retention.
26. Ad Sales - help sell ads for annual show program
27. Tickets - Handle sale of tickets for chapter functions needing tickets.

NOTE: There are more complete descriptions of the above jobs but this is intended to provide a brief summary of the areas you can help the Chapter in the coming year.