

# CHORUS MANAGER

A Chorus Manager handles all the physical details of both chorus rehearsal and outside performances, and may also be the chapter contact for public performances.

Chapters of any size need a Chorus Manager. In a small chorus they may be one of the Vice Presidents or member of a Committee. In the intermediate to larger chapter, a separate individual should handle the job. In very large, active chapters, the Chorus Manager may need a committee to assist them with the duties.

## *Qualifications*

- Good organizational skills
- Good communications skills
- Well respected by the chorus as dependable and one who can get things done
- Willingness to dedicate the extra time necessary to carry out the multiple duties

## *Duties*

- Attend music team meetings and is informed about the following
  - Shows, performances, monthly rehearsal schedule, competitions
  - Details of chorus show package: format, length, quartets, MC, etc..
  - Frequency of performances
  - Physical requirements for rehearsals
- Markets and books the chorus performances
- Negotiates fees for performances
- Keeps chorus informed about performances including:
  - Sign-up sheets
  - Information sheets for chorus members
  - Fact sheet for chapter bulletin board
- Handles physical needs at the performance:
  - Lighting
  - Sound
  - Warm-up and dressing rooms
  - Post performance review
- Supervises riser crew for rehearsals and performances