Choir Manager

# Before Choir Begins

* Book the date for the concert with The Town Hall, or other venue, well in advance and confirm with CODS Committee and MD, taking into account other CODS commitments/shows
* Book rehearsal venue(s) to cover the full season *(Should be done well in advance if possible)*
* Arrange a small choir sub-committee planning meeting to include MD, choir manager, CODS Chairman, choir treasurer. *(May also include accompanist and 1 or 2 choir members who want to be involved, if appropriate).*
* Publicise the commencement date of rehearsals with information on CODS website, CODS newsletter and Facebook page. Liaise with publicity manager to arrange any additional publicity
* Purchase music pieces for rehearsal as discussed with MD
* Ensure at least 60 copies of three pieces of the music are available for the first rehearsal, including copies for the MD and accompanist
* Buy black A4 folders
* Liaise with membership secretary to attend rehearsals where possible to collect subscriptions, choir season fees and music fees
* Enlist the help of 2 or 3 people to help membership secretary to take monies for the first 3 weeks or so of rehearsals
* Depending on the venue, ensure procedures for unlocking/locking the hall are understood and followed, and to lock gates if appropriate.

# During the Choir Rehearsal Period

* Ensure the choir are informed of membership/subscription requirements
* Keep a register of attendance
* Produce a rehearsal schedule for the season, to include any information about parking, and provide choir manager’s contact details
* Produce an email distribution list of choir members; remember some do not have email and note these people will require a phone call if you need to inform the choir of anything. Copy list to MD. (**NOTE:** Pass information of members without email to CODS secretary & Newsletter publisher etc, so they know to communicate by post)
* Liaise with the MD to ensure the required music is available for rehearsals and ensure sufficient copies are available throughout the rehearsals. Order more as required
* Update the choir about choir matters at the rehearsals as appropriate
* Ensure the choir leave the rehearsal venue clean and tidy with chairs put away
* Liaise with the Town Hall event manager, or contact at other venue, to plan the concert
* Ensure there are sufficient sashes for the choir. Order more if required
* Keep the committee informed of progress
* BOOK NEXT CONCERT DATE!

# Auditions for Solos, Duets, etc…

* Liaise with MD for suitable dates for auditions, inform the choir
* During auditions, keep notes on performance
* The decision lies with the MD, accompanist and choir manager
* With the MD, ensure feedback is given to all who audition and advise them if successful or not

# In the Run Up to the Concert

* Make a collection for MD and accompanist & get thank you cards for MD and accompanist
* Liaise with publicity manager for programme information, supplying song details, names of any soloists and musicians
* Prepare music packs for the musicians
* Request payment cheques for the musicians from the treasurer
* Request a float for programmes from the treasurer
* Organise any comp seats. Inform Box Office at Town Hall of these
* Organise front of house people to sell programmes and take tickets
* Liaise again with Town Hall, or other venue, to confirm “Get in” time, technical details, (MD will discuss) and arrange changing rooms
* Ensure choir are aware of all arrangements for the concert day

# Additional Jobs Before the Concert

* Get money bags & programme sellers sashes from the Front of House box
* Arrange for charity collection buckets if at the Town Hall
* Arrange gift for MD & accompanist with “thank you” cards

# In Addition for the Christmas Concert at St Luke’s Church

* Ensure at least one rehearsal is booked at the church near to the concert date
* Consider if more chairs are required. Decide the best way to get these
* Arrange for ticket printing, 300 for St Luke’s church (Publicity manager has kindly arranged this)
* Manage CODS ticket line mobile phone and ensure the answer phone message is correct
* Sell tickets at the choir rehearsals and show rehearsals
* Take ticket orders over the phone and keep records accordingly, sending via post as required
* Manage the monies from the ticket sales and give to the treasurer, keeping accurate records of the ticket sales
* Present any receipts to the treasurer for reimbursement of expenses
* Liaise with the social committee who will do the refreshments for us
* Organise front of house team to sell programmes and take tickets on the night.

# Following the Concert

* Collect in music folders from musicians
* Collect in the sashes
* Ensure the changing rooms are left clean and tidy