

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 - Assist the Director
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 writer - Help write entertaining scripts for shows and package shows.
14. Stage Manager - In charge of staging, lights, props, etc., for all performances.
15. Stage Committee - Work with Stage Manager.
16. House Committee - Set up for meetings, prepare coffee/pop etc., and clean up.
17. Social Committee - Plan social functions such as ladies nights, picnics, family nights.
18. Ways and Means - Plan income activities for the chapter.
19. Public Relations - Sell our product to our members, guests and to the public.
20. Sunshine Committee - Sick call, Weddings, birthdays, anniversaries, births, etc.
21. Chapter Historian - Keep records of all chapter activities -f ile, scrap books, etc..
22. Chapter Photographer - Photos of groups, quartets, chorus, etc., for publicity.
23. Inter-Chapter Relations - Plan inter-chapter visits, picnics, joint parties, etc.
24. Publicity - Publicize chapter events such as shows, performances, etc.
25. Ushers - Help to provide ushers for annual show/performances.
26. Afterglow - Help provide afterglow facilities, set up, operate and clean up.
27. Hospitality - Help provide welcoming atmosphere for guests and members.
28. Membership - Help work on membership recruitment and retention.
29. Bulletin - Help provide information to Bulletin Editor of events worthy of publication.
30. Program - Help develop, layout and arrange for printing of program.
31. Ad Sales - help sell ads for annual show program
32. 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.