

CHORUS MANAGER

A Chorus Manager handles all the physical details of outside performances. He may also be the chapter contact for public performances.

Chapters of any size should have a chorus manager. In a small chorus he may be one of the Vice Presidents or member of a Committee and in the intermediate to larger chapters a separate individual should handle the job. In very large active chapters, the Chorus Manager may need a committee to assist him with his 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 his 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 of each performance
- 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 performances