

Volunteer Job Descriptions

Accompanist/*Substitute accompanist

- Attend rehearsals and performances and support singers and director with piano skills
 - Help run sectionals as needed
 - Prepare accompaniment for songs that require piano
 - Come to all performances with the choir
 - Note: Contact Suzy to find out more details and arrange a time to meet
 - Estimated time: weekly rehearsals and several performances during the year
 - Need: Varies from year to year, but it is very helpful to have a list of those who are skilled in this area, especially if we need an extra pianist occasionally for sectionals
- *If you can substitute one to three times during the year, let us know.

Caller

- Call 5-6 people on his/her list to deliver a brief, time-sensitive message (most often weather-related cancellation)
- Note: **Please also sign up for at least another 2-3 volunteer positions as these people are rarely asked to call**
- Estimated time: 1 hour all year
- Need: 20 callers

Cantabile April Local Tour Monitor

- Supervise the students before the concert begins at each senior center
- Help the Cantabile secretary hand out the ties and scarves
- Help collect the ties and scarves after the last tour concert
- Estimated time: 3 hours
- Need: 1-2 monitors

Choir Certificate Coordinator

- Create certificates to be emailed to singers
- Samples and ideas will be shared with you
- Note: Availability to work on this is for the spring semester
- Estimated time: 4 hours per choir
- Need: 2-4 coordinators

Choir Rehearsal Monitor for Arioso, Cantabile, Con Brio, and Staccato (**beyond your required monitoring**)

- Help the weekly Thursday rehearsal proceed smoothly and efficiently
- Supervise students, reminding them to focus, etc.
- Assist with passing out/collecting choir music and name tags
- **Con Brio monitors:** Will also check in music that is being returned before rehearsal and check out music after practice by recording the date and number on check-out sheets.
- Estimated time: 1 ½ hours each week you volunteer (Arrive early/stay late)
- Need: 1-2 monitors/typical week and more the weeks prior to concerts.

Choir Riser Helper

- Person to transport risers for some of our concerts. The risers fit in most vans with seats removed/folded flat
- 1-2 extra people to setup and take down at the concert facility
- Estimated time: 30-45 minutes around the noon hour and after the concert

Choir Riser Storage

- Free tuition in exchange for storing. Call/email Susan for more information.

Con Brio Costume Coordinator

- Take costumes from Suzy and go through the many available items
- No sewing required
- Fit costumes on students
- Label costumes and distribute to students
- Check costumes back in and repack them for storage
- Note: We must have a costume coordinator in place by January in order to move forward with the Con Brio musical
- Estimated time: 10-12 hours
- Need: 1 coordinator

Con Brio Drama Practice Helper

- Attend drama rehearsal and work on tasks that need to be done, such as labeling costumes for participants or making a simple prop
- Act as the adult in charge at drama rehearsal (if Suzy is not able to be there) regarding emergency or building issues
- Estimated time: 6 drama rehearsals and possibly part of dress rehearsal and final rehearsal
- Need: 2 adults

Con Brio Drama Production Assistant

- Coordinate finding volunteers (parents/students) from the CB choir families (volunteer list provided) to fill production needs
- Work closely with Suzy to make sure people are on schedule with costumes, props, sets
- Attend drama practices as needed
- Note: We must have a drama production assistant in place by January in order to move forward with the Con Brio musical.
- Estimated time: 8-10 hours for coordinating plus 6 drama rehearsals (2 hours each)
- Need: 2 coordinators

Concert Monitor (day of the concert)

- Monitor singers before the concert starts, while they wait for their turn to sing, and during concerts as needed
- Assist the director with getting singers up to the front and back down as needed
- Estimated time (beyond actual concert time): Con Brio and Staccato: 1-2 hours (rehearsal that day and 30 minutes prior to the concert); Arioso and Cantabile: 30 minutes prior to the concert
- Need: 6-8 monitors per concert

Concert Monitor (dress rehearsal)

- Keep singers quiet when they are not up front performing
- Monitor hallway or foyer area before/after the event
- Help guide singers to the front when it is time for them to sing
- Estimated time: 2 hours per dress rehearsal
- Need: 6-8 monitors per dress rehearsal

Concert Program Coordinator

- Collect program information from directors and Susan

- Format and type program and inserts
- Edit final draft with help from directors and Susan
- Send final proofs to Susan for copying
- Estimated time: 4-6 hours per concert (most work is done 1-2 weeks before each concert)
- Need: 1 coordinator per concert

Coordinator should be familiar with designing programs in word processing or publishing software. He or she should be willing to efficiently make edits the last week before the concert. Cover art will be provided. Past program information will be available for design examples.

DVD/CD Distributor

- Preview order form to make sure all the details are correct
- Collect DVD/CD orders and payment the nights of the concerts and via mail
- Gather payments and submit to RAACHE choir treasurer
- Distribute/mail orders when ready
- Estimated time: 5 hours per concert
- Need: 1 distributor per concert

Graphics Coordinator for posters and programs

- Decide design/graphics for posters/programs with Suzy several weeks before the concert
- Prepare the posters and invitations to be posted a minimum of 3 weeks prior to the program
- Estimated Time: 4-6 hours per concert
- Need: 1 coordinator

Instrumentalist

- Prepare and play your instrument with one or more choirs
- Estimated time: one or more rehearsals plus performance depending on what you are playing for
- Need: as many as are able

Miscellaneous Office Job Helper

- Stamp/number choir music during rehearsal
- Help assemble concert programs during rehearsal
- Create student name tags from a computer template in August
- Note: Susan will email the project for the day; respond ASAP
- Estimated time: Varied
- Need: 2-3 per choir

Nursery Care Worker (Fall concert)

- Babysit children ages 3 and younger in the nursery area
- Note: We need a minimum of two adults per night--teens may assist
- Estimated time: Concert time plus 30 minutes
- Note: **Please also sign up for at least another 2-3 volunteer positions**
- Need: 2-3 per concert night

Practice CD Duplicator

- Be available to directors to make CD copies during rehearsals for distribution at the end of rehearsal

- Note: Equipment is very easy to use. (This would be a great thing for a Cantabile or Arioso singer to do. If he/she is willing to do this job, the need for a parent present with them during CB rehearsal would be waived.)
- Estimated time: 1 hour (during rehearsal) per duplicating session, possibly 5-6 times a year
- Need: 1-2 duplicators per choir

Publicity Assistant

- Assist in putting up posters in area businesses and possibly some churches 3-4 weeks prior to the concert
- Help coordinate which moms can place posters in their churches
- Send out emails to remind people of upcoming concerts
- Stuff Calvary boxes in Fellowship Hall with concert handouts
- Help to implement other forms of publicity when/if they arise
- Estimated time: 8 hours (2 hours 4 times a year) We hope to enlist the help of all families to deliver to businesses they frequent, so hopefully the amount of time will be less.
- Need: All families to evaluate where they go in town and bring posters to those places. 3-4 people to help coordinate the distribution of the posters.

Set-up chairs for choir practice:

- Any age is welcome to set-up chairs in practice rooms before Thursday's choir practice
- Arrive between 1:30-1:40 pm
- Estimated time: 20-30 minutes each week, prefer sign up for the semester or year.
- Need: 1-2 volunteers

Traffic director for dress rehearsals/concerts

- Arrive 10 minutes prior to singer call time
- Direct children to their gathering places before the concert
- Stay at your post until 5 minutes before concert begins
- Estimated time: 30-40 minutes
- Need: 4-5 traffic directors per concert

Usher

- Arrive 10 minutes prior to singer call time
- Hand out programs
- Collect offering during the concert
- Note: One to two ushers needed in the back to help with various issues during the concert and three needed to help tidy up the sanctuary after the concert.
- Estimated time: Concert time plus 30 minutes
- Need: 4-6 ushers per concert

