

CHOIR COORDINATOR JOB DESCRIPTION

There are two Choir Coordinators for each of Angelica Cantanti's choirs. The Choir Coordinators receive a notebook with detailed information about their duties, supplies, forms, and information about the singers in their choirs.

Overall Responsibilities

- Attend all rehearsals and performances and be the liaison/point person(s) as necessary for the singers, parents and director for your choir. *Note: The younger choirs require 2 choir coordinators at every rehearsal/performance. Only 1 choir coordinator may be needed for the older choirs, so a rotation schedule can be implemented.
- Arrive early (before the singers call time) to all rehearsals and performances
- Prepare rehearsal/performance space for singers. i.e.; chairs set up, music stand etc.
- Communicate closely with the director and assist him/her as needed.
- Take attendance and make follow up calls to any singers without a pre-excused absence.
- *Older choirs – collect cell phones upon entry and return when appropriate.
- After all rehearsals and performances, stay until each singer in your choir has been picked. Be ready to call parents on cell phones if necessary.
- Arrange for your own substitute when necessary.
- Distribute music to singers and help younger singers organize their music.
- Be sure that all important choir information hand outs make it home with all singers either by music folder, mailing the items to those absent or email.
- Monitor the behavior of singers and help to minimize any disruptions.
- Collect important forms & money from singers or parents and turn these items into the choir manager.
- Escort singers to the restrooms.
- Assist singers with uniform issues and orders as needed.
- Attend tours and Snow Days, if possible (Con Brio singers do not attend Snow Days).
- Answer questions parents might have, or help direct them to the person with the answer.
- Assist with Open Rehearsals or rehearsals where guests are invited to attend.
- Keep track of music distribution and folders for your choir.
- Keep track of statistics at rehearsals and performances, including volunteer hours, audience size, attendance, soloists, etc.
- Other misc. duties as needed.