

Angelica Cantanti Youth Choirs

Choir Coordinator Job Description

7/08

General Information

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

Overall Responsibilities (Duties may vary by choir.)

- Attend all rehearsals and performances, and arrive before singers.
- Take attendance at each rehearsal and performance.
- Distribute music to singers.
- Distribute hand-outs to singers.
- Monitor the behavior of singers.
- Help singers organize their music.
- Mail handouts to absent singers.
- Collect forms from singers or parents, including fundraiser forms and checks.
- Assist the director during rehearsal, if asked.
- Escort singers to the restrooms.
- Make sure all singers have been picked up at the end of rehearsal. Make sure younger singers wait inside the building to be picked up. You may have to wait with a singer until a late parent arrives.
- Collect music deposit checks from parents.
- Assist with uniform issues/orders, as needed.
- Attend tours and Snow Days, if possible.
- Answer questions parents might have, or help direct them to the person with the answer.
- Assist with Open Rehearsals or rehearsals in which 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.