

# Yale INSTITUTE OF SACRED MUSIC

## MUSIC RESOURCES GUIDE

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Welcome to the Yale Institute of Sacred Music (ISM) – a premier center for the interdisciplinary study of sacred music, worship, and the related arts. Partnering with the Yale School of Music and Yale Divinity School, as well as other academic and professional units at Yale, the ISM prepares its students for careers in church music and other sacred music, pastoral ministry, performance, and scholarship. The ISM engages musicians, artists, clergy, and scholars from around the world in rigorous training and collaboration, and offers a full calendar of concerts, lectures, exhibitions, and other events.

The Music Student Resource Guide is updated annually or more frequently as needed. Please contact the ISM Concert Production Office with suggestions, additions, and changes. Thank you!

# Yale INSTITUTE OF SACRED MUSIC

## Contact Information

*For building and office locations, please reference this year's Facebook*

### **ISM Administration**

#### ***Director's Office:***

Martin Jean, *Director of the ISM*

[martin.jean@yale.edu](mailto:martin.jean@yale.edu)

*Professor of Organ*

*Professor in the Practice of Sacred Music*

Kristen Forman, *Executive Assistant to the Director*

[kristen.forman@yale.edu](mailto:kristen.forman@yale.edu)

#### ***General Information & Main Office***

Caitlin MacGregor, *Senior Administrative Assistant*

[caitlin.macgregor@yale.edu](mailto:caitlin.macgregor@yale.edu)

#### ***Business Office:***

Ben Geertz, *Lead Administrator*

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Trisha Lendroth, *Assistant Administrator*

[trisha.lendroth@yale.edu](mailto:trisha.lendroth@yale.edu)

Elizabeth Santamaria, *Financial Assistant*

[elizabeth.santamaria@yale.edu](mailto:elizabeth.santamaria@yale.edu)

#### ***Concerts & Events:***

Jeff Hazewinkel, *Manager of Music Programs & Concert Production*

[jeff.hazewinkel@yale.edu](mailto:jeff.hazewinkel@yale.edu)

Rachel Segger, *Concert Production Coordinator & Camerata Manager*

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Aric Isaacs, *Concert Production Assistant*

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#### ***Audio-Visual, Multimedia, and Technical Services***

Sachin Ramabhadran, *Audio-Visual Media Coordinator*

[sachin.ramabhadran@yale.edu](mailto:sachin.ramabhadran@yale.edu)

#### **Fellows and Special Events**

Eben Graves, *Assistant Director*

[eben.graves@yale.edu](mailto:eben.graves@yale.edu)

Raymond Vogel, *ISM Events Assistant*

[raymond.vogel@yale.edu](mailto:raymond.vogel@yale.edu)

Eric Donnelly, *Program Coordinator, Music and the Black Church*

[eric.donnelly@yale.edu](mailto:eric.donnelly@yale.edu)

#### ***Marketing and Communications:***

Amanda Patrick, *Manager of Marketing & Communications*

[amanda.patrick@yale.edu](mailto:amanda.patrick@yale.edu)

Rondasia Curry, *Marketing & Communications Coordinator*

[rondasia.curry@yale.edu](mailto:rondasia.curry@yale.edu)

#### ***Admissions and Financial Aid:***

Mark Roosien, *Manager of Admissions*

[mark.roosien@yale.edu](mailto:mark.roosien@yale.edu)

## **Choral Conducting Program**

Felicia Barber felicia.barber@yale.edu  
*Associate Professor (Adjunct) of Choral Conducting*  
*Conductor of Yale Camerata*

Jeffrey Douma jeffrey.douma@yale.edu  
*Professor (Adjunct) of Choral Conducting*  
*Coordinator of the Program in Choral Conducting*  
*Musical Director of Yale Glee Club*

David Hill david.n.hill@yale.edu  
*Professor (Adjunct) of Choral Conducting*  
*Principal Conductor of Yale Schola Cantorum*

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## **Organ Performance Program**

Martin Jean, *Director of the ISM* martin.jean@yale.edu  
*Professor of Organ*  
*Professor in the Practice of Sacred Music*

Carole Terry, *Visiting Professor of Organ (fall 2022)* carole.terry@yale.edu

James O'Donnell, *Professor of Organ (as of January 1, 2023)* james.odonnell@yale.edu

Walden Moore, *Lecturer in Organ* walden.moore@yale.edu

Jeffrey Brillhart, *Lecturer in Sacred Music* jeffrey.brillhart@yale.edu

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## **Early Voice Program (Voxtet)**

James Taylor jimmy.taylor.@yale.edu  
*Coordinator of the Program in Voice: Early Music, Oratorio, and Chamber Ensemble*  
*Professor in the Practice of Voice; Director of Yale Voxtet*

Tomoko Nakayama, *Vocal Coach & Accompanist* tomoko.nakayama@yale.edu

Jeffrey Grossman, *Early Music Coach & Lecturer in Music* jeffrey.grossman@yale.edu

## **Marquand Chapel**

Awet Andemicael , *Associate Dean of Chapel*

awet.andemicael@yale.edu

A. Nathaniel (Nat) Gumbs, *Director of Chapel Music*

a.nathaniel.gumbs@yale.edu

## **Battell Chapel**

Ian Oliver

*Senior Associate Chaplain for Protestant Life*

*Pastor of University Church*

ian.oliver@yale.edu

Jenny Peek

*Associate Pastor*

*Associate University Chaplain*

jennifer.peek@yale.edu

Debra Rohr, *Buildings Operations Coordinator*

debra.rohr@yale.edu

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## **Yale School of Music**

Tara Deming, *Manager of Operations*

tara.deming@yale.edu

Christopher Melillo, *Operations Coordinator*

christopher.melillo@yale.edu

# Yale INSTITUTE OF SACRED MUSIC

## Absence Request Form

- Completed request forms must be submitted to the ISM Concert Production Office a minimum of 30 days prior to the first absence date
- Fill out a separate form for each absence request
- The form must be signed by the primary department faculty member before it is submitted
- Students are responsible for informing all faculty members of class absences

Name \_\_\_\_\_

ISM department \_\_\_\_\_

Date(s) of absence \_\_\_\_\_

Reason for absence \_\_\_\_\_

\_\_\_\_\_

Classes and rehearsals missed \_\_\_\_\_

\_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Department faculty signature \_\_\_\_\_ Date \_\_\_\_\_

---

Date received by Concert Office \_\_\_\_\_

Notes:

# Yale INSTITUTE OF SACRED MUSIC

## Instrument Request Form

- Completed request forms must be submitted to the ISM Concert Production Office a minimum of 90 days prior to the first day of use
- The form must be signed by the primary department faculty member before it is submitted
- Summer requests for the following academic year are preferred
- A separate form must be completed for each performance
- Submit this form for a piano even if the venue has one, so that the office knows to have it tuned

Name \_\_\_\_\_

ISM department \_\_\_\_\_

Date of request \_\_\_\_\_

Title of performance \_\_\_\_\_

Date and time of performance \_\_\_\_\_

Location of performance \_\_\_\_\_

Date and time of dress rehearsal \_\_\_\_\_

Location of dress rehearsal \_\_\_\_\_

Is the performance a degree requirement? \_\_\_\_\_

#1 Instrument requested \_\_\_\_\_

Pitch: A = \_\_\_\_\_ Temperament \_\_\_\_\_

#2 Instrument requested \_\_\_\_\_

Pitch: A = \_\_\_\_\_ Temperament \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Department faculty signature \_\_\_\_\_ Date \_\_\_\_\_

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Date received by Concert Office: \_\_\_\_\_

Notes:

# Yale INSTITUTE OF SACRED MUSIC

## Unlimited Media Release

For any and all performances, events, and activities sponsored by Yale University (Yale), and for consideration which I acknowledge, I irrevocably grant to Yale and Yale's assigns, licensees, and successors the right to record, photograph, publish, stream live, broadcast, distribute, exhibit, digitize, copyright, license, transfer with or without consideration, reproduce, edit, or otherwise use my name, biographical information, recorded voice, or video, photograph, likeness and/or performance in print, television, radio, electronic media, and all other forms and media now known or hereafter invented. I agree that such use can be for any purpose at Yale's discretion, including without limitation, education, trade, or any commercial purpose throughout the world and in perpetuity. Yale is permitted, although not obligated, to include my name as a credit in connection with such use.

I release Yale and Yale's assigns, licensees, and successors from any claims that may arise regarding the use of my image, name, biographical information, and/or voice including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity or copyright. I have no right of approval or inspection and no claim for compensation arising out of or in connection with, any use, alteration, or use in any composite form hereunder.

Yale is not obligated to utilize any of the rights granted in this Agreement.

I have read and understood the foregoing and I am over the age of 18. This Agreement expresses the complete understanding of the parties.

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Name

---

Date

---

Signature

# Yale INSTITUTE OF SACRED MUSIC

## Budget Template for Choral Conducting Degree Recital

[Name] Recital Budget

[Date of Budget Submission]

### Choral Singer Budget (\$15.75/hr section singer, \$20/hr section leader)

No. Singers	Pay Rate	No. of Hours	
20	\$15.75/hr	17.5 (6 rehearsals x 2 hrs + 3 hrs dress + 2.5 hrs concert)	\$7,000
4	\$20/hr	17.5 (6 rehearsals x 2 hrs + 3 hrs dress + 2.5 hrs concert)	\$1,400
<b>Total</b>			<b>\$8,400</b>

### Choral Singer Actual

No. Singers	Pay Rate	No. of Hours	
<b>Total</b>			

### Instrumentalist Actual (Budget \$1500. \$25/hr student Instrumentalist; \$25 per cartage - perc & harp)

Instrument	Name	No. of Hours	Player Status	Player E-mail	Total Paid
Violin 1					
Violin 2					
Viola					
Cello					
Bass					
Flute 1					
Flute 2					
Oboe 1					
Oboe 2					
Clarinet 1					
Clarinet 2					
Bassoon					
Trumpet 1					
Trumpet 2					
Horn 1					
Horn 2					
Percussion					
Accompanist					
<b>Total</b>					

### Summary

	Budgeted	Actual	Difference
Choral singers			
Orchestra			
Production (see Concert Office)			
<b>Total</b>			



# Yale INSTITUTE OF SACRED MUSIC

## ISM Facilities

### Practice Rooms

The ISM has seven practice rooms located in the North Wing of the Yale Divinity School building, four with practice organs and three with grand pianos, which are available to ISM students for practice twenty-four hours a day. After-hours access requires swipe access with a Yale ID to get into both the building and the practice corridor.

Non-ISM students who are members of Schola Cantorum or the Camerata, or who are performers in the YDS chapel community, may request access to the practice rooms. Yale Divinity students are welcome to use ISM practice rooms if they are not needed by an ISM student. Requests should be sent to [aric.isaacs@yale.edu](mailto:aric.isaacs@yale.edu)

There are lockers available in the Practice Room Wing. You may use these lockers with your own lock. **Please note: All lockers should be emptied and unlocked prior to December break and prior to the end of classes in May. Any unemptied lockers will have the locks removed and the contents disposed of.**

### Practice Room Use Policies:

1. Only students with organ faculty permission may use Organ Practice rooms.
2. Occasionally, lessons sponsored by the ISM are taught in practice rooms and these take precedence over practice use.
3. No food or liquid are allowed in any practice room.
4. Never place cups (even empty ones) on musical instruments.
5. If you leave your practice room for more than 15 minutes, you must remove all your belongings, otherwise, you run the risk of the staff removing and discarding them.
6. If you open the window in a practice room, please close it before exiting.
7. Do not unplug the damp-chasers set up to protect the pianos.

### Great Hall

The Great Hall (room N100 in the North Wing of the Yale Divinity School Building) is used for ISM ensemble rehearsals, Colloquium, and classes. Students may request a reservation for ensemble rehearsals only; the room is not to be used for individual practice. Only ISM faculty members may teach lessons in the Great Hall. With prior permission, the Bosendorfer piano may be used in the Great Hall. No equipment is to leave the Great Hall, including music stands and chairs. Anyone using the Great Hall without a reservation will be asked to leave.

To view the room's availability, visit the [ISM Room Reservation page](#).

To request use of the room, send a message to [aric.isaacs@yale.edu](mailto:aric.isaacs@yale.edu).

### Organ Studio

The Organ Studio (room N103 in the North Wing of the Yale Divinity School Building) is used for lessons with faculty, organ seminar, classes, ensemble rehearsals, practice time for organ students, and

practice time for harpsichord students, all with prior permission. With permission, the Kingston harpsichord may be used in the Organ Studio; the harpsichord is not to be moved except in consultation with the ISM Concert Production Office. No equipment is to leave the Organ Studio, including music stands and chairs. Anyone using the Organ Studio without a reservation will be asked to leave. To view the room's availability, visit the [ISM Room Reservation page](#). To request use of the room, send a message to [aric.isaacs@yale.edu](mailto:aric.isaacs@yale.edu).

### **Sterling Music Studio**

The Sterling Music Studio (room N209 in the North Wing of the Yale Divinity School Building) is not available for student use without permission from the Concert Production Office. Students may be in the Sterling Music Studio only when accompanied by a faculty member or with explicit permission of the Choral Librarian. To view the room's availability, visit the [ISM Room Reservation page](#). To request use of the room, send a message to [aric.isaacs@yale.edu](mailto:aric.isaacs@yale.edu).

### **Miller Music Studio**

The Miller Music Studio (room 008 in the basement of Miller Hall) is available for student use by reservation. No equipment is to leave the Miller Music Studio, including music stands and chairs. Anyone using the Miller Music Studio without a reservation will be asked to leave. To view the room's availability, visit the [ISM Room Reservation page](#). To request use of the room, send a message to [aric.isaacs@yale.edu](mailto:aric.isaacs@yale.edu).

# Yale INSTITUTE OF SACRED MUSIC

## ISM Instruments – Policies and Procedures

**The moving of any instrument must be coordinated and supervised by ISM staff or designated movers. No students may move instruments, even within a single room, unless explicitly authorized to do so by staff of the ISM Concert Production Office.**

The use of ISM instruments is limited to ensembles or students with prior permission from an ISM faculty or staff member. The ISM will cover moving costs only for students who are using the instruments on campus for a required or degree recital. When performing at the ISM or the Divinity School, students must use an instrument that is housed at the ISM. If a move is for a required Yale recital, the funds to cover the cost will come from the student's departmental program budget.

ISM students may request any of the following instruments for required or degree recitals on the Yale campus. Requests are made by submitting an Instrument Request Form (p. 6) to the ISM Concert Office. Completed forms must be submitted a minimum of 90 days prior to the first date of use.

### **Harpsichords**

- Dowd – kept in Jimmy Taylor's studio (Hendrie Hall)
- Kingston – kept in the ISM Organ Studio
- Dudash – kept in Sterling Music Studio

### **Continuo Organ**

- Little Taylor & Boody – kept in the ISM Great Hall  
*There is a carving of a Yale Bulldog on this organ's facade, thus it is often called the "Bulldog Organ"*

### **Pianos**

The ISM owns several pianos, and there is at least one piano in every performance venue on campus. If your degree recital requires a piano, complete the Instrument Request Form in this resource guide and submit it to the ISM Concert Production Office at least 90 days before your first piano rehearsal. Submit a request form even if the venue has a piano, so that the Concert Production Office knows to have it tuned.

### **Care of Instruments**

Students using ISM instruments must close, cover, and lock all instruments at the end of every rehearsal. Articles such as beverage containers and books are never to be placed on any instruments, including pianos. The student in charge of a rehearsal or recital is responsible for enforcing these guidelines.

# Yale INSTITUTE OF SACRED MUSIC

## Music Lessons

Private lessons are available to all graduate students. The type of lesson enrollment, cost, and credit are determined by the student's School:

### **School of Music and Institute of Sacred Music concurrently enrolled at School of Music**

Students may take one Secondary Lesson instrument each semester as per their major. No audition is required. There is no charge for the 6 hours of instruction per semester, but students are required to play a final jury. To receive lessons and get credit students must complete the following:

1. Request a teacher using the [Lesson Request Form](#)
2. Register for the proper course along with their other regular classes

Each lesson term is one semester; students must repeat both steps 1 and 2 above for each semester enrolled in Secondary Lessons. If you drop Secondary Lessons you must use the [Drop Form](#) before the deadline. See your Registrar for procedures and charges specific to your School.

### **Divinity School, School of Drama, and Art School**

Students may take one Secondary Lesson instrument each semester. No audition is required. There is a \$200 fee for 6 hours of instruction per semester, and students may be required to play a final jury. To receive lessons and get credit students must complete the following:

1. Request a teacher with the [Lesson Request Form](#)
2. Register for the proper course in the school along with their other regular classes. Please check with your School's Registrar for the proper course. If you do not register for Secondary Lessons through your School your lessons are considered Non-credit and charged \$350 per semester.

Each lesson term is one semester; students must repeat both steps 1 and 2 above for each semester enrolled in Secondary Lessons. If you drop Secondary Lessons you must use the [Drop Form](#) before the deadline. See your Registrar for procedures and charges specific to your School.

# Yale INSTITUTE OF SACRED MUSIC

## Yale Choral Ensembles

*All of the major choral ensembles at Yale require an audition.*

*Click on [ism.yale.edu/ensembles](http://ism.yale.edu/ensembles) and the links below for more information about each ensemble and its audition process.*

**Schola Cantorum:** An hourly-wage chorus open to students from any school of Yale. Conducted by David Hill, with regular appearances by Masaaki Suzuki. Concert and liturgical performances of oratorios, new commissions, and sacred polyphony from all eras. Six to eight local performances per year; overseas tours; annual collaborations with period orchestra Juilliard415.

[ism.yale.edu/academics/ensembles/yale-schola-cantorum](http://ism.yale.edu/academics/ensembles/yale-schola-cantorum)

**Yale Camerata:** A 70-voice volunteer chorus open to Yale students, faculty, and staff, and to community members; graduate students can receive course credit. Conducted by Marguerite L. Brooks. Concert performances of oratorios, new commissions, and choral works from all eras. Four to six performances per year. The **Chamber Chorus**, a subset of the Camerata, performs occasionally on its own and regularly as part of Camerata concerts.

[ism.yale.edu/ensembles/yale-camerata](http://ism.yale.edu/ensembles/yale-camerata)

**Yale Glee Club:** Yale's primary undergraduate chorus, conducted by Jeffrey Douma. Concert performances of oratorios, new commissions, and choral works from all eras. Six to eight local performances per year; overseas and domestic tours.

<https://gleeclub.yalecollege.yale.edu/about-us/welcome-yale-glee-club-auditions-2019>

**Recital Chorus:** Performs for degree recitals of second-year choral conductors. Open primarily to students from any school of Yale. Singers receive either credit or remuneration. (Yale faculty and staff may not be paid.) Four performances per year.

**Repertory Chorus:** Performs for recitals of first-year choral conductors. Open primarily to students from any school of Yale. Singers receive either credit or remuneration. (Yale faculty and staff may not be paid.) Two performances per year.

**Battell Chapel Choir:** Provides music for Sunday services at the University Church in Yale. A combination of paid singers and volunteers, open to students and community members. Conducted by graduate students in the ISM choral conducting program.

**Marquand Chapel Choir:** Provides music for ecumenical worship services at the Yale Divinity School. A combination of paid singers and volunteers, open to students and community members. Students in the Divinity School can receive credit. Conducted by graduate students in the ISM choral conducting program.

**Berkeley Chapel Choir:** Provides music for Eucharist services of the Berkeley Divinity School in Marquand Chapel. Conducted by graduate students in the ISM or in the Yale Divinity School. Section leaders are paid. Open primarily to students from any school of Yale.

**Marquand Gospel & Inspirational Ensemble:** A primarily volunteer choir that focuses on joyful singing and celebration of diversity. Provides music for Marquand Chapel services twice a month during the academic term. Students in the Divinity School can receive credit. Conducted by Mark Miller. Open to students and community members.

**Yale Black Seminarians (YBS) Gospel Choir:** The Yale Black Seminarians (YBS) Gospel Choir, made up of Yale Divinity School (YDS) students, upholds the lineage and rich heritage of the Black gospel music tradition. Throughout the semester, this group performs spirit-filled songs of praise at YDS weekly chapel services, special events, and YBS vesper services, drawing inspiration from the music of artists like Ricky Dillard, Hezekiah Walker, and Judith McAllister, to mention a few. Everyone is invited to contribute their musical talents to the YBS Gospel Choir.

**Episcopal Church at Yale (ECY) Choir:** Provides music for ECY worship services. Conducted by graduate students in the ISM or Music School. 8 members are paid. Open primarily to students from any school of Yale.

## Ensemble Rehearsal Times

Following are the normal rehearsal times and venues for the major choruses on campus.

### Monday

4:00 pm–6:00 pm	Repertory Chorus	Glee Club Room
6:00 pm–8:00 pm	YBS Gospel Choir	ISM Great Hall
7 pm–9 pm	Yale Glee Club	Glee Club Room
7–9 pm (alt. weeks)	Marquand Gospel Choir rehearsal	Marquand Chapel

### Tuesday

10–11 am (alt. weeks)	Marquand Gospel Choir chapel service	Marquand Chapel
6:30 pm–7:30 pm	Yale Camerata Chamber Chorus	Glee Club Room
7:30 pm–10 pm	Yale Camerata	Glee Club Room

### Wednesday

5:30 pm–6:30 pm	Berkeley Chapel Choir rehearsal	Organ Studio
7 pm–8:15 pm	Berkeley Community Eucharist service	Marquand Chapel
6:30 pm–9 pm	Yale Schola Cantorum	ISM Great Hall
7 pm–9 pm	Yale Glee Club	Glee Club Room

### Thursday

9 am–10:15 am	Marquand Chapel Choir rehearsal	Marquand Chapel
10:30 am–11 am	Marquand Chapel: Sung Morning Prayer	Marquand Chapel
4:00 pm–6:00 pm	Recital Chorus	Glee Club Room

**Friday**

9 am–10 am	Marquand Chapel Choir rehearsal	Marquand Chapel
10:30 am–11:15 am	Marquand Chapel: Sung Eucharist service	Marquand Chapel
3 pm–5:30 pm	Yale Schola Cantorum	ISM Great Hall

**Sunday**

9 am–10 am	Battell Chapel Choir rehearsal	Battell Chapel
10:30 am–11:45 am	Battell Chapel Choir: Sung Worship	Battell Chapel
3:30 pm–4:30 pm	Episcopal Church at Yale (ECY) rehearsal	Dwight Chapel
5 pm–6 pm	ECY: Sung Eucharist	Dwight Chapel
6:45 pm–8:15 pm	Marquand Chapel Choir rehearsal	Marquand Chapel

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Schola Cantorum Managers

*These positions are traditionally held by choral conducting and Voxtet students who are members of Schola.*

**Report to:** Manager of Music Programs & Concert Production

**Ongoing duties:**

- Communicate regularly with Manager of Music Programs & Concert Production regarding upcoming projects and rehearsals
- Maintain the roster of Schola attendance
- Prepare seating charts for each rehearsal, particularly when there are guest conductors
- Keep note of what is rehearsed and communicate progress to guest preparers to assure continuity between rehearsals
- Distribute music to singers and collect it after performances
- Check scores in and out to each member using Insignia library software
- Prepare and strike the rehearsal space
- Take markings for all voice parts
- Make announcements at rehearsals
- Act as a point of contact for any choir member who is late or ill
- Attend weekly Schola planning meetings

**Special duties:**

- In August, publicize choral auditions by distributing flyers
- On concert days and during tours, assist concert production staff in stage management, including:
  - Arrive early to set up and stay after to strike the venue
  - Take roll call on buses
  - Manage the singers' use of the performance space
  - Carry an extra set of music
  - Organize the choir's entry and exit from performance space
- Publicize upcoming Schola performances at ISM Colloquium if David Hill is not present
- Prepare name cards and other materials for the first rehearsal
- Assist with planning of tours and assist with logistics while touring

**Payroll:** This position reports time hourly each week in the online Student Employee system



# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Camerata Managers

*There are two or three Camerata Student Managers each year. These positions are held by choral conducting students.*

**Report to:** Camerata Conductor and Concert Production Coordinator

### **Ongoing duties:**

- Attend weekly meeting with Camerata Conductor and Concert Production Coordinator to discuss upcoming rehearsals and concerts
- Prepare rehearsal seating charts, which change weekly
- Assist with the distribution and collection of music
- Prepare and strike the rehearsal space
- Keep note of what is rehearsed
- Take markings for all voice parts
- Make announcements at rehearsals
- Contribute photographs and news items for Camerata social media

### **Special duties:**

- In August, publicize choral auditions by distributing flyers
- In August, help prepare packets of music and handouts
- Publicize upcoming Camerata performances at ISM Colloquium if Camerata Conductor is not present
- On concert days, act as stage manager, including
  - Arrive early to set up and stay after to strike venues
  - Manage the performers' use of the performance space, including
    - managing the green room
    - locating and managing a space where performers can securely leave coats, cases, and personal belongings during the performance
    - organizing the chorus's entry and exit from the stage
    - arranging the chorus on stage so that everyone can see the conductor
    - marking (taping) the stage, particularly if performing with an orchestra, so that set-up is identical at each rehearsal and performance
  - Carry at least 2 extra sets of music

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Principal Assistant Conductor of Yale Camerata

*The conducting faculty, including the conductor of the Camerata, select the principal Assistant Conductor.*

**Report to:** Camerata Conductor

**Ongoing duties** (in addition to assistant conductor duties fulfilled by all conducting students):

- Serve as assistant conductor of the Chamber Chorus, and conduct them in performance and rehearsal, as determined by Camerata Conductor
- Know all Camerata music, and prepare to stand in for the conductor if necessary
- Lead and coordinate rehearsals when the conductor is absent (typically twice a year)

**Payroll:** This position is paid with a one-time stipend payment each semester

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Payroll Assistant

**Report to:** Manager of Music Programs & Concert Production and ISM Business Office

**Ongoing duties:**

- At the start of the fall term, arrange a meeting with Liz Santamaria ([elizabeth.santamaria@yale.edu](mailto:elizabeth.santamaria@yale.edu)) in the Business Office for payroll system orientation
- Consult regularly with conductors and managers of paid ensembles about who should get paid for what hours
- Assist the Business Office to ensure that all hired musicians are paid correctly and on time. Paid musicians include
  - singers in Rep Chorus
  - singers in Recital Chorus
  - accompanists for student choruses
  - instrumentalists in each of the four Recital Chorus orchestras
  - instrumentalists in the spring-term Rep Chorus concert
  - singers in Marquand Chapel Choir
  - singers in Battell Chapel Choir
- Ensure that all hired musicians (vendors) are given any required tax forms, and that these are promptly completed and returned to the Business Office
- Every Monday by noon, approve student employees' timesheets in the online Student Employee system

**Pay scale:**

- Rate of pay for choral ensembles:
  - \$15.75/hour for chorus singers
  - \$20/hour for section leaders, one per section
- Rate of pay for ensemble instrumentalists:
  - \$25/hour

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Video Assistant

**Report to:** Manager of Music Programs & Concert Production

**Ongoing duties:**

- Ensure that student conductors are video-recorded at all events in which they conduct, including Camerata rehearsal weekend
- Maintain the video camera and report technical issues to the ISM Concert Production Office in a timely fashion
- Upload students' conducting footage to a cloud drive (Google Drive, Dropbox, or iCloud). The upload must be completed within 24 hours of the rehearsal or performance

**Special duties:**

- For choral conducting recitals (including instrumental rehearsals), obtain a second camera from the Bass Media Library or the ISM Concert Production Office to give the conducting students a choice of footage
- Set up and run the camera for auditions of new students, both choral conductors and the Voxtet

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Assistant to the Coordinator of the Program in Choral Conducting

**Report to:** Coordinator of the Program in Choral Conducting

**Ongoing duties:**

- Schedule all conducting lessons for students, including for visiting teachers' master classes and individual lessons
- In coordination with the Choral Librarian, order music for master classes from Foundry Music; tell Foundry what the music is to be used for, so they charge it to the correct account
- Prepare and distribute music for master classes
- Complete research projects for the Program Coordinator as needed, making sure to keep the coordinator updated as to the progress being made
- Other duties as assigned by the Coordinator

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Choral Seminar Assistant

**Report to:** Coordinator of the Program in Choral Conducting

**Ongoing duties:**

- Prepare the Glee Club Room or other venue for weekly seminar (seminar can take place in other on-campus venues such as Battell or Marquand Chapels)
  - Set up tables and enough chairs for 8 conducting students, 2 faculty, and any visitors
  - Photocopy any necessary materials
  - Familiarize yourself with the IT equipment in the room, and bring a computer if needed to use for presentations – in the ISM, Sachin Ramabhadran maintains and organizes the IT equipment
  - Provide scores (either physical, checking them out of the choral library, IMSLP, etc.) as necessary for each seminar session.

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: ISM Choral Library Assistant

**Report to:** Concert Production Coordinator

**Ongoing duties:**

- Maintain the library:
  - Check music in and out in a timely fashion
  - Add new music to the database
    - Create database records
    - Bar-code scores
    - Shelve scores
  - Keep the library tidy
  - Add and update patron records
  - Send music to out-of-town patrons
  - Run reports on missing pieces, patrons' loan histories, and others
  - Work with Insignia technical support to diagnose and solve problems with the library software
- Communicate regularly with the Concert Production Coordinator, and complete assigned tasks

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Schola Cantorum Social Media Assistant

*There is one Schola Cantorum Social Media Assistant each year.*

**Report to:** Manager of Music Programs & Concert Production and ISM Assistant for Publications and Communications

**Expected time commitment:** 8 hours per week

**Ongoing duties:**

- Be available to attend Schola rehearsals
- Take photos at rehearsals, recording sessions, tours, and special events
- Create a minimum of 25 tweets and 3 Facebook/Instagram posts per week
- Arrange account takeovers with members of Schola
- Create bio videos of each Schola member to promote sharing across personal profiles
- In August, create posts to promote choral auditions
- Before each concert, create posts to promote attendance at the performance
- As this new position evolves, additional responsibilities may be added

**Payroll:** This position reports time hourly each week in the online Student Employee system



# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Camerata Social Media Assistant

*There is one Camerata Social Media Assistant each year.*

**Report to:** Concert Production Coordinator and ISM Assistant for Publications and Communications

**Expected time commitment:** 5 hours per week

**Ongoing duties:**

- Be available to attend Camerata rehearsals, regularly on Tuesday evenings and more often during concert weeks and special events
- Take photos at rehearsals, concerts, and special events
- Create a minimum of 3 Facebook/Instagram posts per week
- Arrange account takeovers with Camerata members
- Create bio videos of selected Camerata members to promote sharing across personal profiles
- In August, create posts to promote choral auditions
- Before each concert, create posts to promote attendance at the performance
- As this new position evolves, additional responsibilities may be added

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: University Church Choir Director (Battell Chapel)

*The conducting faculty, in consultation with the Pastor of the University Church, select two second-year conductors who share this position.*

**Report to:** The Pastor and Associate Pastor of the University Church in Yale (UCY), and the Director of Chapel Music

### Ongoing duties:

- Planning
  - Study previous year's anthems and congregational songs to understand the particular nature of worship at UCY
  - Plan the choir's repertoire in accord with the liturgical calendar; produce a full list of anthems with texts and translations early each semester, for the entire semester
  - Attend a weekly meeting with the worship planning team (pastors, organist, choral directors, liturgical coordinator, and intern) to plan music and liturgy for the entire worship service
  - Arrange for a substitute on Sundays when there is a conflict, and compensate them appropriately if it is a stipend Sunday
  - When budgets allow and the choir director is available, assemble soloists or ensembles for non-stipend Sundays or assist pastors in arranging a substitute choir director (for extra compensation per service)
  - Arrange for instrumentalists as needed (especially, but not only, brass for Easter)
  - Conduct a major choral work (either a cappella or choral-orchestral), approximately half an hour in length, that is integrated into the liturgy
    - Consult with the pastors about the repertoire and schedule
    - Hire any additional musicians required for this major work, and oversee their payment in consultation with the chapel administrators
  - Work with the Episcopal Church at Yale (ECY) choir director and Yale/Luther House/UCY pastors to plan Advent Lessons and Carols
  - Train choir members to cantor for worship, or arrange with the pastors for such training
  - Plan carefully with the organist to be sure that he/she can prepare and perform anthem accompaniments
- Choir Personnel
  - Plan auditions as early as possible in the fall for membership in the choir; coordinate with Yale choral auditions and Jeff Douma
  - Actively recruit for the choir within musical organizations on campus (a cappella groups, professional schools, other choirs, etc.) as well as within the Church community
  - Prepare announcements of auditions in advance for the church bulletin

- Meet with the Chaplain's Office staff before the fall semester to discuss who can be hired to sing
- As soon as membership is decided, submit a list of choir personnel to the Chaplain's Office for payroll purposes
- Supervise choir members in submitting their weekly hours
- Every Monday by noon, approve choir members' hours
- Assist pastors with information about choir members for bulletins and events
- Follow up with the Chaplain's Office on any discrepancies regarding payment
- Keep track of budgeted (weekly wages) and special (instrumentalists) expenditures, and ensure the choir remains within budget
- Coordinate with pastors on any special expenditures (orchestras, Holy Week, etc.)
- Services
  - Prepare for and lead the weekly choir rehearsals (2 hours on Thursday evenings and before the service on Sunday mornings)
  - Prepare for and lead all services and other special events
  - Attend Sunday morning leaders' talk-through (usually 8:40 am–9 am)
  - Designate 15 minutes of Sunday morning rehearsal time to rehearse congregational music and cantors
- Library and Education
  - Prepare occasional educational entries for the weekly bulletin
  - Ensure that all music borrowed from ISM choral library is returned

**Payroll:** This position is paid with a one-time stipend payment each semester

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Director of Marquand Chapel Choir

*The conducting faculty, in consultation with the Dean of Marquand Chapel and the Director of Chapel Music, select two conductors who share this position.*

**Report to:** The Dean of Marquand Chapel and the Director of Chapel Music

### Ongoing duties:

- Planning
  - Study previous year's anthems and congregational songs to understand the particular nature of worship at Marquand Chapel
  - Plan the choir's repertoire in accord with the liturgical calendar; produce a full list of anthems with texts and translations early each semester, for the entire semester if possible, in conversation with the Dean and the Director of Chapel Music
  - Book the rehearsal space with Tim Goselin in YDS ([timothee.goselin@yale.edu](mailto:timothee.goselin@yale.edu))
  - Attend weekly Chapel team meetings as determined by the Dean of Chapel
  - After receiving approval from the Dean of Chapel and the Director of Chapel Music, arrange for instrumentalists as needed
  - Train choir members to cantor for worship
  - Plan carefully with the organist to be sure that he/she can prepare and perform anthem accompaniments and provide them with music in a regular and agreed upon time frame
- Choir Personnel
  - Plan auditions as early as possible in the fall for membership in the choir, and coordinate with Yale choral auditions and the Director of the Program in Conducting
  - Actively recruit for the choir within the Chapel community and various musical organizations on campus
    - Attend University and various YDS orientation events (such as Before the Fall Orientation, or BTFO) to recruit choir members
    - Hand out printed schedule with rehearsal and service times and dates for first semester at BTFO
  - Prepare announcements of auditions in advance for the Chapel bulletin
  - As soon as membership is decided, submit a list of choir personnel to the Dean of Chapel's office for payroll purposes
  - Supervise the choir members in submitting their weekly hours
  - Every Monday by noon, approve choir members' hours
  - Follow up with the ISM Finance office on any discrepancies regarding payment
  - Keep track of and submit singers' logged working hours.
  - Coordinate with pastors on any special expenditures (orchestras, Holy Week, etc.)

- Services
  - Prepare for and lead the weekly choir rehearsal, normally held on Sunday evenings
  - Prepare for and lead Thursday Sung Morning Prayer services, Friday communion services, the Advent service, Commencement Worship, and Baccalaureate.
- Library
  - Ensure that all music borrowed from the ISM choral library is returned

<b>Regular Rehearsals and Services</b>	Rehearsal	Sunday evenings	6:45pm – 8:15pm
	Sung Morning Prayer (QUARTET)	Thursday mornings	10:30am rehearsal 11:30am service
	Community Eucharist	Friday mornings	9am rehearsal 10:30am service
<b>Special Services</b>	YDS Advent Service	Usually 1 <sup>st</sup> Wed. in December	
	Easter Big Hymn Sing	Usually in the week following Easter	
	Convocation/Commencement	On the Sunday and Monday of Commencement weekend	4pm service, (rehearsal time to be arranged with Director of Chapel Music)  8am service on the morning of Commencement (quartet of section leaders)

**Payroll:** This position is paid with a one-time stipend payment each semester

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: ISM Production Assistant

**Report to:** Manager of Music Programs & Concert Production

**Ongoing duties:**

- Communicate regularly with the staff of the Concert Production Office
- Assist with
  - checking scores in and out of the choral library, using Insignia software
  - preparing materials for distribution to ensembles
  - scanning scores
  - proofreading programs
  - moving instruments

**Special duties:**

- Set up and strike performance and rehearsal venues
- Complete projects as assigned by the staff of the Concert Production Office

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Berkeley Divinity School Co-Organists and Music Directors

*Faculty members select two organ students for these positions.*

**Report to:** The Dean of Berkeley Divinity School (BDS) and the Yale Divinity School (YDS) Director of Chapel Music

The two co-organists/choir directors split the duties of this role evenly.

**Ongoing duties,** in coordination with the Director of Formation/Associate Dean of BDS and BDS Chapel Ministers:

- Attend the weekly Berkeley Chapel team planning meeting, normally held on Mondays
- Choose hymns and appropriate service music and voluntaries for worship
- Prepare to lead the musical aspects of the liturgy
  - Familiarize yourself with Episcopal and Anglican musical traditions
- Recruit volunteer choir members, paid quartet, and other musical leadership when needed
- Lead music at worship, most often at Community Eucharist on Wednesdays
- Occasionally lead other services throughout the year, including
  - Advent Service
  - Big Easter Hymn Sing
  - Matriculation
  - Convocation
  - Commencement

**Payroll:** These positions are paid with a one-time stipend payment each semester

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Berkeley Divinity School Organist for Morning Prayer

*Faculty members select an organ student for this position.*

**Report to:** The Dean of Berkeley Divinity School (BDS) and the Director of Chapel Music

**Ongoing duties,** in coordination with the Director of Formation/Associate Dean of BDS and BDS Chapel Ministers:

- Choose hymns and appropriate service music and voluntaries for worship
- Prepare to lead the musical aspects of the liturgy
- Lead music at worship in St. Luke's Chapel at the Berkeley Centre
- Lead other occasional services throughout the year, including
  - Advent Service
  - Matriculation
  - Convocation
  - Commencement

**Payroll:** This position is paid with a one-time stipend payment each semester



# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Director of the Episcopal Church at Yale (ECY) Choir

*Faculty members select an organ student for this position.*

**Report to:** Chaplain and Priest-in-charge

**Ongoing duties:**

- Attend weekly staff meeting to coordinate music and liturgy
- Using the liturgical calendar, select appropriate hymns and anthems for the sung Eucharist each week
- Prepare a choir of 8 professional singers who sing two anthems at each service
- Play all voluntaries and hymns (voluntaries are currently improvised)

**Special duties:**

- Prepare and lead music for extra services, some of which are joint with the University Church in Yale, including
  - Holy Week
  - Advent Lessons and Carols

**Payroll:** This position is paid with a one-time stipend payment each semester

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Assistant Conductor of the Yale Glee Club

*The conducting faculty select a second-year choral conductor for this position.*

**Report to:** Director of the Yale Glee Club (YGC)

**Ongoing duties:**

- Direct and supervise the YGC Chamber Singers, including
  - auditions
  - repertoire selection
  - rehearsals
  - independent performances
- Conduct the full YGC in performances of selected pieces
- Conduct sectional rehearsals on a regular basis
- Take an active role as a singing member of the YGC; participate in all official member activities (rehearsals, concerts, auditions, retreat, tour, and special events)

**Special duties:**

- Conduct YGC rehearsals when the director is absent
- Advise the director in all matters musical and organizational

**Payroll:** This position is paid with a one-time stipend payment each semester

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Door Monitor

**Report to:** Concert Production Coordinator

**Ongoing duties:**

- Arrive 30 minutes before a choral rehearsal is scheduled to start; arrive 60 minutes before an orchestral rehearsal is scheduled to start
- Familiarize yourself with the layout of the building so that you can give directions, especially to rehearsal venues, restrooms, and exits
- Ensure that you have contact details for the relevant people in the event of a problem (e.g., an alarm goes off, doors are locked)
- Open the door for ensemble members who do not have building access
  - Check names against a printed roster
- Be prepared to open doors throughout the rehearsal, as call times vary

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Concert Usher

**Report to:** Concert Production Assistant

**Special duties:**

- Arrive at the specified time and report to the house manager
- Help set up the auditorium
- Familiarize yourself with the venue so that you can give directions, especially to restrooms and exits
- Familiarize yourself with the run time of the concert and intermission so that you can answer questions
- Help with program preparation, including adding inserts if needed
- Welcome the audience to the concert and distribute programs
- If the house is crowded, guide patrons to open seats
- Ten minutes before concert time, remove Reserved Seating signs and open reserved seats to the general public
- If the house is crowded, ten minutes before concert time start ushering patrons to seats that other patrons are holding for a companion

**Payroll:** This position reports time hourly each week in the online Student Employee system; verify that you submit hours to the ISM, not YSM

# Yale INSTITUTE OF SACRED MUSIC

## Student Job Descriptions: Voxtet Department Assistant

**Report to:** Coordinator of the Program in Voice: Early Music, Art Song, and Oratorio

**Ongoing duties:**

- Set up/strike rehearsal and performance spaces
- Assist in distribution of music and class materials to Voxtet members
- Assist Coordinator and Voxtet accompanist in scheduling of rehearsals and other engagements
- Occasionally send group communications on behalf of the Program Coordinator
- Perform other duties as assigned by Program Coordinator

**Payroll:** This position reports time hourly each week in the online Student Employee system

# Yale INSTITUTE OF SACRED MUSIC

## Choral Conducting Recital Guidelines

### General Policies:

- All recitals must take place before the last day of YSM classes
- Over the course of your time at Yale, you are expected to conduct music from a variety of time periods, styles, and genres, both sacred and secular
- All first-year repertoire choices must be approved by your conducting teacher. The majority of your repertoire should come from the choral libraries available to you. All second-year programs must be approved by Jeff Douma. See departmental guidelines, which are sent to you in the spring term of your first year, for more specific policies.
- Students must wait until membership of the Camerata, Glee Club, and Schola Cantorum have been finalized before approaching singers about any other choruses. Do not poach singers from faculty-led ensembles!
- For additional recital policies consult the YSM Student Handbook 2022-23, which can be downloaded from the Student Resources tab of ArtsVision anytime throughout the year.

### First-Year MM Recitals (Required Recital):

First-year choral conducting students direct the Repertory Chorus, which sings one recital each term.

### Scheduling:

- Repertory Chorus recitals are held on a Monday in November and a Monday in April, both at 5 p.m. in Battell or Marquand Chapel
- Rehearsals are held on Mondays, 4:05–6:05 pm, in the Glee Club Room

**Planning** – First-year conductors, in consultation with your teachers, are responsible for all aspects of planning and managing the Repertory Chorus, including

- auditioning and inviting singers
- requesting and obtaining music from the ISM choral library
- planning rehearsals
- hiring instrumentalists (apart from the accompanist)
- confirming booking of rehearsal venues
- preparing program content

### Repertoire:

- For the fall-term recital:
  - c. 15 minutes of repertoire per conductor, totaling an hour
  - mostly a cappella, but the chapel organ or piano may be used
- For the spring-term recital:
  - one larger work with chamber-sized instrumental accompaniment, c. 15 minutes per conductor, totaling an hour

**Budget:**

- Each semester, there is a budget for up to 24 paid singers for 12 rehearsals and the performance:
  - 4 section leaders, paid \$18/hour
  - 20 chorus singers, paid \$14/hour
  - 1 accompanist, paid \$25/hour
- For the second term only, there is a total budget of \$1,000 for instrumentalists
  - Instrumentalists are paid \$25/hour
- The Payroll Assistant is responsible for making sure that all instrumentalists and singers are paid correctly and on time

**Programs:**

- Jeff Douma must approve your program information before you submit it to the Concert Production Office
- At least 4 weeks before the recital, submit print-ready program information to the Concert Production Coordinator ([rachel.segger@yale.edu](mailto:rachel.segger@yale.edu))
- Program submissions should be in Microsoft Word; texts and translations can be in Word (tabbed) or Excel
- Program information must include
  - titles of works
  - full names of composers and their birth and death dates
  - program notes
  - texts and translations
  - roster of performers
  - biographical blurbs about yourself and any soloists

**Second-Year MM Recitals (Degree Recitals):**

Second-year choral conducting students direct the Recital Chorus.

**Scheduling:**

- Recitals are typically held in October, December, February, March and April, beginning at either 5 or 7 p.m. in Battell or Marquand Chapel
- Rehearsals are held on Thursdays, 4:05–6:05 pm
- Jeff Douma confirms recital dates at the end the of the spring semester of your first year

**Planning:**

- During the spring term of your first year, you will receive departmental guidelines for degree recitals
- By June 30 after your first year, submit to Jeff Douma:
  - a complete orchestration list
  - a preliminary budget
  - notification of ISM instruments you wish to have moved and/or tuned

- As soon as Jeff Douma has approved your orchestration list, preliminary budget, and list of instruments, submit these to the ISM Concert Production Office
- In September of your second year, submit your recital contract to the YSM Concert Office
- Each second-year student is expected to manage one of their peers' recitals
- It is your responsibility to organize a front of house team to handle venue logistics
- By 3 weeks prior to the recital, meet with the Concert Production Assistant (aric.isaacs@yale.edu) to confirm equipment and logistical needs and to plan the run of show, including
  - green-lighting (unlocking) of venue doors
  - hiring of door monitors
  - moving Marquand chairs (you are responsible for finding volunteers)
  - engaging ushers (you are responsible for finding volunteers)

### **Repertoire:**

- Recitals should contain no more than one hour of music
- Repertoire must be approved by Jeff Douma before it is submitted to the ISM Concert Production Office
- By June 30 after your first year, submit your repertoire to Jeff Douma and to the ISM Concert Production Office for music ordering, including
  - full composer names
  - titles of works
  - publishers of piano/vocal scores and/or choral parts (with ISBN and cost)
  - instrumentation
  - publishers of orchestral parts (with reference numbers and cost)
  - Do NOT merely send a link to the publisher's website
  - Do NOT order any music yourself, other than your conducting score
- You are responsible for purchasing your own full scores with your own funds

### **Budget:**

- When you submit your repertoire to Jeff Douma, also submit a preliminary budget
- At least 2 weeks before your first rehearsal, submit a final budget using the template in this resource guide
- Each conductor is responsible for hiring members of the chorus and orchestra
- The budget includes a maximum of:
  - 24 paid singers for 12 hours of rehearsal, 3 hours of dress rehearsal, and 3 hours of performance
    - 4 section leaders, paid \$20/hour
    - 20 chorus singers, paid \$15.75/hour
    - 1 accompanist, paid \$25/hour
  - \$1,500 for each recital for instrumentalists
    - Instrumentalists are paid \$25/hour

### **Programs:**

- At least one month before your recital, submit program information to the YSM Concert Office
- Program information includes



- list of works, in concert order, with movements listed if applicable
- composers' names and dates
- names of soloists, in the appropriate places on the page
- At least one month before your recital, submit a separate document to the YSM Concert Office containing camera-ready
  - program notes
  - texts and translations
  - roster of performers
  - biographical blurbs about yourself and any soloists
 The office will photocopy the document and insert it into the program
- If these program deadlines are not met, you are responsible for printing the materials at your own cost

### **Degree Recital Recordings:**

- There is no native recording equipment in Marquand or Battell Chapels. Consult with the ISM Concert Production Office about having your recital recorded in those venues

### **MMA Recitals:**

MMA students complete the same requirements as MM students, and they also present a lecture during their second year

### **DMA Recitals:**

A concert near the time of DMA orals is required to complete the DMA degree

# Yale INSTITUTE OF SACRED MUSIC

## Voxtet Recital Guidelines

All recitals must take place before the last day of YSM classes.

### First-Year MM Recitals (Required Recital):

- c. 55 minutes of music— total is not to exceed 1 hour, including applause, entrances, and exits
- No intermission
- First-year recitals typically take place mid-week, with two student recitals back-to-back
- First-year recitals typically take place either in Marquand Chapel or in the Great Hall
- Program must include music of at least 4 eras, and 4 languages
  - It is recommended that the program contain roughly 50% later repertoire (post-1750) and 50% early repertoire (pre-1750)
- If required, the ISM will provide money for a continuo group
  - Students may hire one additional instrumentalist other than the Voxtet Accompanist to play in the recital (i.e. lutenist, organist, etc).
  - Instrumentalists may be paid \$25/hour, and must be approved in advance by your voice teacher
  - Payment for instrumentalists must be approved by the ISM Concert Production Office at least 30 days prior to the first rehearsal. The office will advise you on submitting payroll
- Recitals will be recorded by the ISM, free of charge
- Scheduling:
  - Your voice teacher will assign your recital date during the fall term
  - After recital assignments are made, the ISM Concert Production Office will reserve performance spaces
  - If you need to use one of the ISM's continuo instruments, submit an Instrument Request Form to the ISM Concert Production Office at least 90 days before the recital. If your recital is scheduled for the first semester, submit the Instrument Request Form immediately after your date is assigned. It is better to reserve an instrument and then cancel it than to wait until the last minute to reserve it
- Programs
  - All recitals must be sung entirely from memory, regardless of the repertoire you choose to perform
  - Submit your proposed program to your voice professor and pianist/coach by the end of October
  - You are responsible for preparing and printing your own concert program, and for supplying original texts and translations
  - Your concert program must include your name, the date of your recital, and your proposed degree; it must state that this is your required, first-year recital
  - Your concert program must also include composers' names and dates, opus numbers, and poets' names (poets' names are typically included with the texts and translations)

- Dress code
  - Your recitals are the most important performances of your degree program, and you should dress accordingly. If you have questions or concerns, speak with your voice teacher in advance of your recital
  - People identifying as men should wear a jacket and tie.
  - People identifying as women should wear a dress or pantsuit appropriate to the time of the day the recital will be performed

### **Second-Year MM Recitals (Degree Recitals):**

- Second-year recitals are considered full recitals. They take place in Sprague Hall if at all possible
  - You should program at least 75 minutes of music
  - You may include a 15-minute intermission
  - A good total length of program is 1.5 hours, including intermission, applause, entrances, and exits
  - Do not exceed 1.5 hours of music
  - Encores are not permitted
- All student degree recitals in Sprague Hall are recorded free of charge by the YSM's AV department
- No repertoire requirements
  - It is permitted to program a large-scale song cycle such as Franz Schubert's *Die schöne Müllerin* or *Winterreise*. These cycles stand alone and do not require additional music to complete the program
- Second-year MM students receive a budget of up to **\$1,000** to hire instrumentalists.
  - This budget may be used only to pay instrumentalists
  - Payment for instrumentalists must be approved by the ISM Concert Production Office at least 30 days prior to the first rehearsal. The office will advise you on submitting payroll
  - Caveat: Do not make your recital a logistical nightmare. Programming music that requires frequent changes of ensemble can be complicated and frustrating. Musicians can drop out at the last minute, or might not be available for rehearsals. The emphasis should always be on you and your singing, and not on an overly complicated, fancy program and extraneous musicians
- Scheduling:
  - Your voice teacher will assign your recital date during the fall term
  - Confirm your date with the ISM Concert Production Office, which will book Sprague Hall
  - You are responsible for completing a recital contract and submitting it to the YSM Concert Office; for details see the YSM Student Handbook 2022-23, which can be downloaded from the Student Resources tab of ArtsVision anytime throughout the year.
  - You are responsible for scheduling your dress rehearsal with the YSM Concert Office
  - On your recital contract, request the use of BOTH a continuo organ and a harpsichord so that the YSM has them available. If you do not need these instruments, alert the YSM Concert Office of this change at least 60 days prior to the recital.

- Programs:
  - At least one month before your recital, submit program information to the YSM Concert Office
  - Program notes are appreciated, but not required
  - Program information includes
    - a list of works (with composers' dates)
    - program notes
    - roster of performers
  - At least one month before your recital, submit a separate document to the YSM Concert Office containing camera-ready texts, translations, and biographical blurbs about yourself and any soloists. This program supplement must meet the formatting requirements of the YSM. The office will photocopy the document and insert it into the program
  - If you do not meet these deadlines, you are responsible for creating and printing the program at your own expense
- Dress code
  - Your recitals are the most important performances of your degree program, and you should dress accordingly. If you have questions or concerns, speak with your voice teacher in advance of your recital
  - People identifying as men should wear a jacket and tie, or tuxedo, or tails
  - People identifying as women should wear a dress or pantsuit appropriate to the time of the day the recital will be performed

### **MMA Recitals:**

MMA students present two full recitals

- The second recital should take place in Sprague Hall
- Repertoire is determined by the student, as described for MM degree recitals above
- MMA students receive a budget of \$1,500 to hire instrumentalists for the second recital; speak to your voice teacher about budgets for your first recital
- The second recital is considered a lecture recital
  - Students are required to present a brief lecture during the recital at a point of the student's choosing
- Programs: You are responsible for program information, as in the guidelines above for MM second-year recitals
- Dress code: Wear concert dress appropriate to your recital, as in the guidelines above for MM recitals

### **DMA Recitals:**

A third recital at the time of the DMA orals is required to complete the DMA degree

- Consult with your DMA adviser about specific requirements
- Graduating DMA candidates receive a budget of \$1,500 to hire musicians

# Yale INSTITUTE OF SACRED MUSIC

## Publicity Guidelines for ISM Degree Recitals

The ISM does not publicize individual student recitals. The ISM calendar does include student recitals if information is submitted before press time. The ISM Publicity Office delivers recital information to some online arts calendars.

Students may want to prepare their own publicity materials:

- **Posters** – These should mention that the recital is presented by Yale Institute of Sacred Music and Yale School of Music
- **Press releases** – The format of a press release is given below, and
  - it should mention the ISM and YSM as sponsoring entities
  - Melissa Maier must approve your release before you send it, since it is an ISM-sponsored event and Yale is particular about the use of its name
  - Melissa can give you e-mail addresses of some local news outlets
- **Facebook** – As well as pushing your recital out through your own Facebook page, become a fan of the ISM and post your recital at <http://tinyurl.com/ISMFacebook>

Use this format for press release *on your own stationery, not ISM stationery*:

**Contact:**

Your name  
Your e-mail address  
Your phone number

FOR IMMEDIATE RELEASE – photo available [only if it's true]  
Headline goes here

More descriptive text goes here . . . Be sure to include the **date, time, and place!**  
On the program will be works of X, Y, and Z.

The recital, presented by Yale Institute of Sacred Music {and others if applicable} {with support from other sponsors if applicable}, is free and open to the public; no tickets are required. For more information call {insert your phone number here – NOT the ISM number!}

# Yale INSTITUTE OF SACRED MUSIC

## ISM Choral Library Policies

ISM Choral Librarian: [rachel.segger@yale.edu](mailto:rachel.segger@yale.edu) or 203-432-9671

Online catalog: <https://yaleism.insigniaails.com/library>

### Access:

- The ISM choral library is open to Yale affiliates (students, faculty, and staff) as well as representatives of local organizations who register with the ISM. Registration can be completed by e-mailing the Choral Librarian with the borrower's name, mailing address, e-mail address, phone number, and name of organization.
- Registration does not entitle borrowers to access to the library stacks. A registered borrower may request titles by sending a request to the Choral Librarian. (See "Borrowing and Circulation, below.")
- Priority for library materials is given to ISM performing groups.
- The Choral Librarian reserves the right to terminate borrowing privileges at any time.

### Borrowing and Circulation:

- To request materials, send a message to the Choral Librarian. Include in your request the call number, the name of the composer, the title of the piece, the number of copies desired, the date you wish to pick up the items, and the date you wish to return them.
- The default loan period is four weeks. If you wish to keep items longer, include the desired return date in your request.
- Allow at least **ten working days** for a request to be processed.
- The Choral Librarian reserves the right to recall materials at any time.
- Library materials may not be marked with anything other than gray pencil. Before returning materials, the borrower is responsible for erasing any markings.
- Renewals must be requested on or before the due date. Borrowers may renew materials by e-mailing the Choral Librarian.
- Borrowers with overdue materials are not permitted to check out additional materials.
- Borrowers who wish to view their loan history and due dates may request an account in the Insignia library software.
- Loaned materials should be returned to the ISM Concert Office (Sterling Divinity Quadrangle, room N102).

### Overdue Materials and Fines:

- The library sends a notice by e-mail shortly before an item's due date and weekly thereafter until materials are returned.
- Borrowers are responsible for informing the Choral Librarian promptly of changes in their e-mail addresses.
- Failure to receive a notice does not release the borrower from overdue fines.

- Fines are assessed beginning the day following the due date:
  - Fines are \$.50 per day per item, or \$2.00 per day for recalled items.
- Unreturned materials may be declared lost, and patrons will be billed for their replacement plus a \$20 processing fee.