Yale INSTITUTE OF SACRED MUSIC

MUSIC STUDENT RESOURCE 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.

DISCLAIMER:
The Music Student Resource Guide is a supplement to the ISM Handbook. This Guide is published for the first time in the 2017–2018 school year and will undergo changes as music students, faculty, and staff use the document. Please contact the ISM Concert Production Office with suggestions, additions, and changes. Thank you!

Yale INSTITUTE OF SACRED MUSIC

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Early Voice Program (Voxtet)

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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:

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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 _____

Date received by Concert Office: _____

Notes:

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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.

_____ _____

Name Date

_____

Signature

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Budget Template for Choral Conducting Degree Recital

[Name] Recital Budget

[Date of Budget Submission]

Choral Singer Budget

No. Singers	Pay Rate	No. of Hours	
20	$14/hr	17.5 (6 rehearsals x 2 hrs + 3 hrs dress + 2.5 hrs concert)	$4,900
4	$18/hr	17.5 (6 rehearsals x 2 hrs + 3 hrs dress + 2.5 hrs concert)	$1,260
		Total	**$6,160**

Choral Singer Actual

No. Singers	Pay Rate	No. of Hours	
		Total	

Instrumentalist Actual

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					
				Total	

Summary

	Budgeted	Actual	Difference
Choral singers			
Orchestra			
Totals			

ISM Facilities

Practice Rooms

The ISM has seven practice rooms, 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. The organ practice rooms are reserved primarily for organ students. Occasionally, lessons are taught in ISM practice rooms and these take precedence over practice use.

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. Requests should be sent to ismroomreservations@yale.edu.

Great Hall

The Great Hall (room N100) 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 Dowd harpsichord and Bosendorfer piano may be used in the Great Hall; neither instrument is to be moved except in consultation with the ISM Concert Production Office. 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 ismroomreservations@yale.edu.

Organ Studio

The Organ Studio (room N103) 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 ismroomreservations@yale.edu.

Choral Studio

The Choral Studio is not available for student use. Students may be in the Choral Studio only when accompanied by a faculty member or with explicit permission of the Choral Librarian.

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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 the ISM Great Hall
- Kingston—kept in the ISM Organ Studio
- Dudash—kept in Jimmy Taylor's studio and available only for Voxtet performances

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 and cover 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.

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Yale Choral Ensembles

All of the major choral ensembles at Yale require an audition.
Click on ism.yale.edu/ensembles and the links below for more information about each ensemble and its audition process.

Schola Cantorum: A stipended 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

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

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.
gleeclub.yalecollege.yale.edu/about-us/welcome-yale-glee-club-auditions-2017

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.

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

4:05 pm–6:05 pm	Repertory Chorus	Glee Club Room
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	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	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
4:05 pm–6:05 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	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	Trinity on the Green
5 pm–6 pm	ECY: Sung Eucharist	Trinity on the Green
6:45 pm–8:15 pm	Marquand Chapel Choir	Marquand Chapel

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Student Job Descriptions: Schola Cantorum Manager

This position is traditionally held by a choral conducting student who is a member 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
- Communicate rehearsal 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
- Keep note of what is rehearsed to ensure continuity of preparation
- 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

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
- Supervise the Schola Assistant Student Manager

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

Student Job Descriptions:
Schola Cantorum Assistant Manager

This position is traditionally held by a choral conducting student who is a member of Schola.

Report to: Manager of Music Programs & Concert Production and Schola Student Manager

Ongoing duties:

- Assist Schola Manager in setting up and striking the rehearsal venue
- Stand in for Schola Manager as needed (see Schola Manager job description)

Special duties:

- In August, publicize choral auditions by distributing flyers
- On concert days, assist concert production staff and Schola Manager in stage management, including:
    - Arrive early to help set up and stay after to help strike the venue

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

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Student Job Descriptions: Camerata Managers

There are two 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

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 Maggie 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

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

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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) 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:
    - $14/hour for chorus singers
    - $18/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

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

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

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

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

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

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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 neat and 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

Special duties

- Ongoing in 2017–2018, photograph first pages of scores and attach photos to Insignia records
- After new annex space is located, move scores to that location

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

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 Maggie Brooks
    - 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 8:45 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
    - Hire and supervise 1 or 2 choir librarians from within the choir
    - Maintain Battell Choir library
    - Ensure that all music borrowed from ISM choral library is returned

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

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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 second-year 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, in conversation with the Dean and the Director of Chapel Music
    - Book the rehearsal space with Tim Goselin in YDS (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, or arrange with the Dean 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, and coordinate with Yale choral auditions and Maggie Brooks
    - Actively recruit for the choir within various musical organizations on campus (a cappella groups, professional schools, other choirs, etc.) as well as within the Chapel community
        - Attend University and various YDS orientation events (Before the Fall Orientation) to recruit choir members
    - Prepare announcements of auditions in advance for the Chapel bulletin
    - Meet with the Dean 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 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
    - Provide information about choir members for bulletins and events
    - Follow up with the Dean's Office on any discrepancies regarding payment
    - Keep track of budgeted (weekly wages) and special (instrumentalists) expenditures
    - Ensure that choir expenditures remain within budget
    - 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 all services and other special events
- Library and Education
    - Prepare occasional educational entries for the weekly bulletin
    - Ensure that all music borrowed from the ISM choral library is returned

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

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

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

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

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

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

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

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 Maggie Brooks. 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!
- Consult the YSM website for additional recital policies: https://music.yale.edu/students/recitals

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:

- Maggie Brooks 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 (laurie.ongley@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, 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
- Maggie Brooks 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 Maggie Brooks:
    - a complete orchestration list
    - a preliminary budget
    - notification of ISM instruments you wish to have moved and/or tuned
- As soon as Maggie Brooks 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 Maggie Brooks before it is submitted to the ISM Concert Production Office
- By June 30 after your first year, submit your repertoire to Maggie Brooks 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 Maggie Brooks, 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 $18/hour
        - 20 chorus singers, paid $14/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
- The chapels do not have streaming capability

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
    - Each recital may use cello and harpsichord, or cello and organ, or harpsichord alone, or organ alone, or lute, or guitar
    - 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
    - Men should wear a jacket and tie, or tuxedo, or tails
    - 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 *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 musicians
    - 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; see the YSM Student Handbook for details, https://music.yale.edu/students/recitals
    - 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
    - Men should wear a jacket and tie, or tuxedo, or tails
    - 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 $1,000 to hire musicians 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 in the week prior to the recital. The date and location of this lecture must be coordinated with your voice teacher
- Programs: You are responsible for program information, as in the guidelines above for MM 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
- **Logo**—The ISM logo is downloadable in print and web format at *http://www.yale.edu/schola/press.htm*
- **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: laurie.ongley@yale.edu or 203-432-9671
Online catalog: ism.yale.insigniailsusa.com

Access and Fees:

- The ISM choral library is open to Yale affiliates and 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 laurie.ongley@yale.edu. Allow five working days for the request to be processed
- Priority for library materials is given to ISM performing groups
- Library materials may not be marked with anything other than gray pencil. Before returning the materials, the borrower is responsible for erasing any markings
- The ISM reserves the right to terminate borrowing privileges at any time

Borrowing and Circulation:

- The initial loan period for students, staff, and non-Yale individuals is four weeks; faculty may borrow for a semester
- The Choral Librarian reserves the right to recall materials at any time
- Renewals must be requested on or before the due date. Borrowers may renew materials by e-mailing laurie.ongley@yale.edu or by presenting the materials to the Choral Librarian
- Borrowers with overdue materials are not permitted to check out additional materials
- Borrowers may view their loan history and due dates by logging into the library software at http://ism.yale.insigniailsusacom/Library/Home
- Loaned materials should be returned to the ISM, room N112

Notices:

- The library sends a notice by e-mail shortly before the due date and weekly thereafter
- Borrowers are responsible for informing the library promptly of changes in 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
    - Materials unreturned one month after the due date are declared lost, and patrons will be billed for their replacement plus a $20 processing fee