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

http://ism.yale.edu/MusicStudentResourceGuide
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 $14.75/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

http://ism.yale.edu/MusicStudentResourceGuide
• 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
  o green-lighting (unlocking) of venue doors
  o hiring of door monitors
  o moving Marquand chairs (you are responsible for finding volunteers)
  o 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
  o full composer names
  o titles of works
  o publishers of piano/vocal scores and/or choral parts (with ISBN and cost)
  o instrumentation
  o publishers of orchestral parts (with reference numbers and cost)
  o Do NOT merely send a link to the publisher’s website
  o 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:
  o 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 $14.75/hour
    ▪ 1 accompanist, paid $25/hour
  o $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

http://ism.yale.edu/MusicStudentResourceGuide
o list of works, in concert order, with movements listed if applicable
  o composers’ names and dates
  o 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
    o program notes
    o texts and translations
    o roster of performers
    o 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
• You are responsible for completing a recital contract for and submitting it to the YSM Concert
  Office; see the YSM Student Handbook for details, https://music.yale.edu/students/recitals
  o Note that MMA candidates must submit a contract for Repertory Chorus concerts

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