Yale INSTITUTE OF SACRED MUSIC

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