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 one second-year conductor for this position; one first-year conductor is added in the second semester.

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 (timopheego@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 promptly.

<table>
<thead>
<tr>
<th>Regular Rehearsals and Services</th>
<th>Rehearsal</th>
<th>Sunday evenings</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sung Morning Prayer</td>
<td>Thursday mornings</td>
<td>10:00 am</td>
<td></td>
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<tr>
<td></td>
<td>(Quartet only)</td>
<td>rehearsal</td>
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<tr>
<td></td>
<td></td>
<td>11:30am service</td>
<td></td>
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<tr>
<td>Community Eucharist</td>
<td>Friday mornings</td>
<td>10:00 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>rehearsal</td>
<td>11:30 am service</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Special Services</th>
<th>YDS Advent Service</th>
<th>Usually 1st Wed. in December</th>
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<tbody>
<tr>
<td>Easter Big Hymn Sing</td>
<td>Usually in the week following Easter</td>
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<tr>
<td>Convocation/Commencement</td>
<td>On the Sunday of Commencement weekend</td>
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<td></td>
<td>4:00 pm service, rehearsal time to be arranged with Director of Chapel Music</td>
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**Payroll:** This position is paid with a one-time stipend payment each semester