Yale INSTITUTE OF SACRED MUSIC

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