

# Choir Department “Job” Application Info and Instructions

***Section Leader Applications are due by 2:10pm on Fri. 6/5***  
***Section Leader Auditions will be held from 6/8 through 6/12***  
***All Other Applications are due by 2:10pm on Fri. 6/12***

## Description of Roles.

1. SECTION LEADER- *Open to upcoming Women’s Choir and Chamber Singer members. Will be open to Concert Choir members after the Fall Concert.* Section leaders are to be the “go to” people of their section. They will be responsible for leading small rehearsals (including some after school from time to time), keeping their members “up to speed” with choir business, consistently arriving prepared for class (this includes knowing the music), meeting periodically with Mrs. V-F, and communicating with the members of their section outside of school. Sight-reading, music theory skills, and basic keyboard skills are a must. More advanced piano playing skills are preferred.
2. MUSIC LIBRARIAN- Music librarians will help keep track of the music that is lent out and collected back throughout the year. Music Librarian applicants should be organized, responsible, and able to work independently without someone needing to constantly check in on them. They will need to periodically spend time after school sorting music.
3. PUBLICITY HEAD- *Slightly new position.* The choir member(s) in charge of publicity will work to promote the “choir happenings” throughout the school and community. One major role will be to send local newspapers and the MPA short articles and pictures of things the choirs are doing throughout the year. The publicity head(s) also should promote “choir happenings” to students/teachers at Warde. The person/people in this role should have good writing skills, be able to work independently without needing someone to constantly check in on them, communicate well with Mrs. V-F, and be organized. This job will primarily take place outside of the school day.
4. VIDEOGRAPHER- *Slightly new position.* The videographer(s) will create a video to play at the 8<sup>th</sup> Grade Electives Night and create a Senior Video to commemorate our senior class. Mrs. V-F hopes the person/people in this role will also have other ideas for the position (such as highlighting choir students throughout the year with short video clips, etc). They should be able to work independently without needing someone to constantly check in on them, communicate well with Mrs. V-F, and be organized. This job will primarily take place outside of the school day.
5. TUTORING MANAGER- *New position.* This choir member will coordinate Student to Student tutoring. They will pair students needing help (with topics like rhythm, solfege, note reading, etc.) with students who have “mastered” these concepts. They help schedule the tutoring time, tell Mrs. V-F the date/time of the tutoring session, tell Mrs. V-F when the tutoring session has been completed, and pass along info from the tutor to Mrs. V-F about the student’s progress. The Tutoring Manager should be very organized, detail oriented, a “people person,” and a good communicator.

6. PROGRAM MAKER- This choir member would assist in constructing the concert programs throughout the year. They should be skilled in using Microsoft Word and Publisher, and have a creative/organized personality. Program maker applicants should be organized, good about sticking to deadlines, and able to work independently without someone needing to constantly check in on them. This job will take place outside of the school day.
7. CHOIR OUTREACH CHAIR- *New position*. One or two Outreach Chairs will be selected for each choir class period. The ultimate goal of having Choir Outreach Chairs will be to promote cohesion between the members of each choir, welcome new members, encourage all choir members to be contributors to the group's success (especially during stressful/busy times of the year), organize Choir Dept. wide meet and greets, and offer ideas to Mrs. V-F throughout the year about how to best motivate all choir members. Outreach Chairs should be good communicators, friendly and welcoming to ALL students, approachable, creative, dependable, and able to make ideas happen (follow through).

### **Application Instructions- Section Leader**

1. You may hand in a printed copy or email the file to [MrsVerneyFink@gmail.com](mailto:MrsVerneyFink@gmail.com) by the deadline.
2. Applications need to be received on time.
3. Written Application
  - a. In a long paragraph (4 to 6 sentences), describe why you should be considered for the role of Section Leader. Examples of questions you might want to answer in your paragraph are....what has prepared you for this role? What have you learned from other section leaders you've had in the past? Do you have new ideas you'd like to try next year?
  - b. Read the following scenario and explain what you would do next if you were section leader:
    - i. Scenario: your section mate (who is also your close friend) is struggling to learn their part for a Fall Concert song. The class as a whole has rehearsed it for 3 days, but your friend is still not always singing the correct pitches. You politely offer to meet with them after school to help them with their part. They say "thank you, but I know my part and don't need the extra help." What would you do next?
4. Audition
  - a. Sign-up for an audition time
  - b. Pick-up the musical excerpt you'll need to teach Mrs. V-F in your "mock sectional."
  - c. You will be asked to do the following during your audition
    - i. Teach Mrs. V-F the alto part of the musical excerpt, pretending she's a singer in your section and you are leading a sectional.
      1. Things to think about: what would be the quickest way to learn this music? How will Mrs. V-F know the tempo and her 1<sup>st</sup> note? What will you do if she doesn't sing the excerpt correctly the 1<sup>st</sup> time?
    - ii. Play the musical excerpt of another voice part on the piano (see below).
      1. Sopranos- play soprano part
      2. Altos- play soprano part
      3. Tenors- play tenor part
      4. Basses- play bass part

- d. Note: in addition to the written application and audition, your choir grades, attendance at extra rehearsals/concerts, and daily rehearsal contributions will be taken into consideration during the section leader selection process.

**Application Instructions- All Positions Other Than Section Leader**

1. You may hand in a printed copy or email the file to [MrsVerneyFink@gmail.com](mailto:MrsVerneyFink@gmail.com) by the deadline.
2. Applications need to be received on time.
3. Written Application
  - a. List the “jobs” you are interested in IN ORDER OF PREFERENCE.
  - b. Type a long paragraph (at least 6 “meaty” sentences). In the paragraph: you should explain how you fit the job description, why you would be a good choice for the job, and what your vision is for the position (any new ideas?).