

Operations Manager RVYC Monthly Duties:

July

- Put September auditions on Community Calendars online. (TV, radio)
- Schedule School Dude for all MSD building events that haven't been done yet.
 - Monthly Steering Committee meetings – SMHS Choir room
 - Weekly YE rehearsals – SMHS Choir room
 - Weekly CT rehearsals – SMHS Theatre room
 - Auditions: Sept, Jan and May – SMHS Choir room
 - Fall and Spring morning rehearsal and concerts – NMHS auditorium and other rooms
 - Spring Sing – MSD auditorium
 - Spring Sing riser delivery – MSD auditorium the night before if necessary.
- When events using risers are finalized, email Tresa Jarel at tresa.jarel@medford.k12.or.us to schedule the risers. ALL riser usage must be scheduled through her. Remind her that we will pick up and return all riser usage not on school property.

August

- Prepare and mail out new season start-up information postcards -2nd week of August
- Make sure audition flyers are updated
- If audition flyers are being given to schools outside of MSD, those need to be approved.
- Duplicate, deliver audition fliers to public and private schools **before** start of school
- Confirm with Medford School District all dates/ venues for auditions, rehearsals and performances for the year
- Update Steering Comm. and Artistic Comm. Directory
- Revise handbook with the input of the Steering Committee and publish (Make copies and give to directors for parent meeting first rehearsal)
- Send webmaster new calendar if not already done.
- Set up where retreat will be held and all details associated with it.
- Audition forms can be made if time permits.

September

- Arrange for pianos at Ascension Lutheran (contact: Carla) and Westminster to be tuned before rehearsals begin if directors say it is needed – Eric Werner Artistic Piano 541-301-7988
- **At beginning of the month:**
- Prepare all forms for the auditions and registration.
 - Application Form - white
 - Registration Form - gold
 - Congratulations Form - white
 - Tuition Assistance Form - blue
 - Waiver Release Form - green
 - Voice Check & Placement Form - white
 - Print Sign-in sheets - white
- Prepare all forms (registration-payment, family promise, financial aid) for each of the choruses and distribute to chorus managers before first rehearsal.
- Be at and set up audition sign-in table and chairs approx. 30 prior to audition start.
- Contact directors and chorus managers for materials/supplies needed for start of new season
- Meet with chorus managers. Review and train on record keeping procedures.

- Bill LOGOS School when chorus managers turn in the names of LOGOS students.
- Set up Manor concert dates for Fall concert, this may have been done a year in advance.
- Contact local agencies with advertisement of our Fall Concert (Sneak Preview, TV etc)
- After auditions update all flyers with January audition date.
- After auditions contact webmaster to update website with January audition date.

October

- Acquire Fall Chorus rosters from all chorus managers.
- Ensure that all paid staff has signed the Safety Policy and submitted application for background checks.
- Provide snacks for DC and CC at the retreat (small water and snack – nut free)
- Attend retreat and assist during snack time.
- Double check School Dude schedules for Jan auditions, Spring season concerts, rehearsals etc.
- Put Fall Concert information on Community Calendars (radio, TV)
- Create tickets for Fall Concert

November/December

- Print and deliver pre-sale tickets to chorus managers for the Fall Concert to Steering Committee Mtg.
- Request Manor and Fall Concert music selections from directors
- Create the program for the Manor concert if directors request it.
- Create the Fall Concert program.
- Send copy of program to directors for editing.
- Print Manor programs. Deliver them to the Manor, a chorus manager, or a director
- Print Fall Concert programs. Bring them to morning rehearsal.
- Ask directors if you need to schedule a piano tuning for Fall Concert venue.
- Confirm with Medford Schools regarding building use—rooms reserved/times/tech/custodian
- Ask chorus managers to bring unsold tickets to morning rehearsal.
- **Attend morning concert rehearsal.** Contact custodian if 6 tables are not set up in lobby -4 for YE Concession, 2 for ticket sales. Bring 2 cash boxes with change and programs. Sell tickets.
- **Attend evening concert.** Bring 2 cash boxes with change. Sell tickets. Assist as needed.
- Put January audition information on Community Calendars (radio, TV)

January

- Confirm with School Dude building use for auditions
- Prepare all forms for the auditions and follow instructions: Same as **September**
- Provide stats from Fall Concert for the January Steering Committee meeting
- Update Steering /Artistic Committee directory if changes were made.
- Set up Manor concert dates for Spring concert if not done so.
- After auditions update all flyers with May audition date.
- After auditions contact webmaster to update website with May audition date.

February

- Update Spring Concert Ad Sponsor forms with new dates, email forms to Steering Committee
- Assist September Flock with Spring Sing as needed. Email flyers to school district offices as directed by September.
- Acquire Spring Chorus rosters from all chorus managers.

March

- Continue to help with Spring Sing flyers as needed.
- Put Spring Concert and audition information on Community Calendars (radio, TV)
- Create tickets for Spring Concert.
- Preparations for Spring Sing:
 - Provide bilingual audition flyers for all attendees of Spring Sing with Spring concert date and info.
 - Under September Flocks direction, divide flyers into packets for teachers.
 - Purchase snacks and water for Spring Sing.
 - Confirm with Medford Schools regarding building use for Spring Concert

April

- Print and deliver pre-sale tickets to chorus managers for the Spring Concert to Steering Committee Mtg.
- Request Manor and Spring Concert music selections from directors
- Create the program for the Manor concert if directors request it.
- Create the Spring Concert program.
- Send copy of program to Directors for editing
- Print Manor programs. Deliver them to the Manor or to a Chorus Manager or Director
- Ask Directors if you need to schedule a piano tuning for Spring Concert venue.
- Confirm with Medford Schools regarding building use—rooms reserved/times/tech/custodian
- **Spring Sing:** Take purchased snacks and water to Central High Cafeteria. Help monitor kids and backpacks.
- Put May audition information on Community Calendars (radio, TV)

May

- Confirm with School Dude building use for auditions
- Prepare all forms for the auditions and follow instructions: Same as **September**
- Ask chorus managers to bring unsold tickets to morning rehearsal.
- **Attend morning concert rehearsal.** Contact custodian if 6 tables are not set up in lobby -4 for YE Concession, 2 for ticket sales. Bring 2 cash boxes with change and programs. Sell tickets.
- **Attend evening concert.** Bring 2 cash boxes with change. Sell tickets. Assist as needed.
- After auditions update all flyers with September audition date.
- After auditions contact webmaster to update website with September audition date.
- Provide goodies for our year end party at Fitchner Park for CC and DC. This is usually ice cream, root beer, napkins, spoons and cups.

June

- Provide stats and feedback from Spring Concert for the June Steering Committee meeting
- Send out official letters with a bill attached to parents who have not returned outfits and music for DC and CC. This is after chorus managers have done their best in trying to get them back from parents (\$25 for on outfit and \$25 for music and folder)
- Work with webmaster to update audition information on website and next year's calendar of events.
- Submit Building Use Application Form to Westminster Pres for CC rehearsals. If they haven't contacted you email Karen Harris at karenharris@westminsterpres.com
- Schedule CC/DC Retreat as soon as possible. Westminster requires their application form if using their facility.