

**ELIOT INSTITUTE
CHOIR DIRECTOR
(revised January 2017)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Has some experience directing a choir and is flexible, enthusiastic and accepting of different levels of experience and ability.

SPECIFIC RESPONSIBILITIES [See Timeline]

**CHOIR DIRECTOR
TIMELINE**

BEFORE CAMP

- ___ Registrar for camp. Sign contract and Code of Ethics and return to Registrar.
- ___ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- ___ Via pre-camp newsletter and first day newsletter, invite interested campers to join the camp choir.
- ___ Before camp, select music.
 - Eliot does have a inventory of music available. Ask the Dean for a copy. If you would like music from the inventory contact the registrar at eliotregistrar@gmail.com.
 - Funds are available from the Dean for purchasing music.
- ___ Eliot Institute honors copyrights on music, poetry, books, art and other published works. UUA guidelines on copyright can be found at <http://www.uua.org/worship/copyright>. In particular, we do not photocopy copyrighted materials for distribution. Also note that lyrics may be projected as long as Eliot Institute owns a legal copy of the lyrics and the lyrics being projected are adequately protected from duplication.
- ___ Consult with Dean and Volunteer Coordinator to set a time for daily choir practices and get copy to Newsletter Editor so the information can be in the first newsletter.

ARRIVAL DAY

- ___ Attend staff meeting.
- ___ If you are using music from the Eliot Inventory, see the Storage Closet Manager to obtain it.
- ___ At All-Camp Orientation, invite campers to join the choir. Give them some idea of the music you will be using.

DURING CAMP

- ___ Hold daily rehearsals
- ___ Gently guide and develop singers with a wide range of experience, musical abilities and levels of confidence
- ___ Conduct performances. These may be at a worship service, camp concert, talent show, and other venues as desired by the choir and/or the dean(s).

LAST DAY OF CAMP

- ___ Return any Eliot inventory you have used and any new music you have purchased to the Storage Closet Manager with an updated inventory list.
- ___ If you purchased any new music for Eliot, submit your receipts to the Dean.

AFTER CAMP

- ___ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.