

**ELIOT INSTITUTE
MUSIC COORDINATOR**
(Revised January 2017)

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: An experienced camper who has a “feel” for the Eliot community. A musical background, with some performing or conducting experience, is essential. Best held by someone who can perform, as well as encourage and facilitate musical participation by a wide variety of campers.

GENERAL RESPONSIBILITIES: Enrich the total camp experience by encouraging and facilitating the presence of music throughout the conference. Ensure that a wide variety of musical experiences is available to all, through the participation of various individuals and groups.

PLEASE NOTE: Eliot Institute honors copyrights on music, poetry, books, art and other published works. See Best Practices for Projected Lyrics on page 3 for details.

SPECIFIC RESPONSIBILITIES: [See Timeline for details.]

**MUSIC COORDINATOR
TIMELINE**

BEFORE CAMP

___ Register for camp. Sign contract and Code of Ethics. Return to Registrar.

___ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs

BEFORE CAMP - WORKING WITH DEAN AND REGISTRAR

___ Consult with the Dean and the Speaker prior to the conference, regarding music relevant to the conference and speaker’s theme(s).

___ Consult with Dean regarding other music staff. If expected to find volunteers for fireside, concert host, dance instructors, etc., you may wish to contact the Volunteer Coordinator to see if people have volunteered for these positions. Traditionally, each camp has a choir, which is integral to camp programs. Choir Director and Music Accompanist are separate jobs and appointed by the Dean.

___ With the Dean and Volunteer Coordinator, schedule times for firesides, concert, and other musical events.

___ Ask the Registrar for a copy of Eliot’s Music Inventory. Funds may be available to purchase music, consult the Dean. Please note, Eliot Institute honors copyright laws and asks that no copied music be brought to or used at camp.

MUSIC SELECTION AND PREPARATION

- ___ Eliot Institute maintains a Dropbox account with reference materials related to music and worship. The Music section includes many songs on Powerpoint as well as sign up forms for the concert, musician finder, etc. Camp staff can request access to all of these files from the Eliot Registrar. Eliot follows copyright law and with respect to the projection of lyrics, this means we must secure the copies of the lyrics and must own one copy of the lyrics we will project. That could mean the lyrics appear in a hymnal, in an anthology like Rise Up Singing, in sheet music, or printed in CD liner notes.”

- ___ Select and prepare, in consultation with the Speaker and/or Worship Coordinator, vocal and instrumental music to be used in conjunction with the Morning Ingathering. Organize the presentation of music during the morning program as requested, recruiting soloists, accompanists, and a leader for group singing - or leading yourself.

- ___ In particular, have the first morning Ingathering music ready in advance. During camp, seek out other campers with musical talent.

- ___ Determine how music will be presented for small groups, e.g song sheets, books, poster, large charts. For presentation in the Meeting House, contact the Audio Visual Coordinator to coordinate preparation of slides of Microsoft PowerPoint/ Apple Keynote application for projection by the AV Coordinator. See “Best Practices for Projected Lyrics” below.

- ___ Lead or find a volunteer to organize and lead a few evening firesides (summer), ensuring a variety of individual and group contributions by young and old.

ARRIVAL DAY

- ___ Attend camp staff meeting

- ___ See Storage Closet Manager to get supplies stored at Seabeck

- ___ Check with Accompanist to see if they have copies of music they will need.

- ___ Work with Worship Coordinator to make sure they know where songbooks are.

DURING CAMP

- ___ Attend daily staff meetings

- ___ Work with the Volunteer Coordinator to seek out campers with individual and group musical talents; assist them in finding one another for camp musical activities.

- ___ Coordinate with Slide Show Creator to ensure music is available for the morning pre-ingathering slide show.

- ___ Continue to select and prepare, in consultation with the Speaker and/or Worship Coordinator, vocal and instrumental music to be used in conjunction with the Morning Ingatherings, recruiting soloists, accompanists, and a leader for group singing or leading yourself.

- ___ Prepare additional song-sheets and/or posters/flip charts for group singing, as needed.
- ___ With the Choir Director, plan occasions for the camp choir to perform. Possibilities are: ingathering, worship services, talent show, concert, etc.
- ___ Organize (or find a volunteer to) an evening concert, encouraging and enabling the participation of budding and reluctant musicians, as well as the accomplished and willing.

LAST DAY OF CAMP

- ___ If you received a bin or music from the inventory closet, ensure that all supplies and equipment belonging to Eliot are accounted for, returned to the inventory bin, and packed neatly. Return the bin to Lower Colman and provide the Storage Closet Manager with an updated inventory list. Ask Golf Cart Coordinator for transport assistance, if needed. Also, make sure Worship Coordinator, Choir Director, and Accompanist have returned Eliot inventory used during camp.
- ___ If you purchased any new music for Eliot, submit your receipt(s) 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.

BEST PRACTICES FOR PROJECTED LYRICS

Because our campers come from a variety of backgrounds, there are few songs that are truly universally known. To facilitate inclusive group singing, it is desirable to provide lyrics for those who might not know the songs. Distributing songbooks is cumbersome and time-consuming, so some camps have taken to projecting the lyrics on the screen for campers to see during the songs.

Copyright

Eliot Institute takes copyright seriously, and policy prohibits the use of photocopied lyrics. The UUA advises on its website that projected lyrics are permissible as long as we own a legal copy of the lyrics (i.e. a purchased copy of something that includes a printed version of the lyrics) and the projected lyrics are not available to campers (i.e. the powerpoint files are only handled by creators and projectors).

Projection

The A/V Coordinator(s) will arrange for a computer to be at camp. If the morning story or other material will be projected, it is likely that the A/V Coordinator will handle that. It has been our experience that slides work better than word processor documents. The latter are harder to get sized and scrolled appropriately. Check in ahead of camp to find out what format of slides can be handled (likely Microsoft PowerPoint).

Preparation ahead of time is key to making transitions between different material smooth and quick. Create all the slides you will need and work with the other providers of projected content to get a single file together. The A/V Coordinator, as an expert in the technology, may be able to

offer this service. With enough lead time, a single deck of slides can be created to make the projectionist job simple, which is a real help with the whole camp waiting.

Slide Creation Tips

It can be difficult to see the lower half of the screen in the Meeting House, so it is recommended to use only the top half of each slide. Assume that the projectionist will only move forward, so duplicate any choruses in the position you want them sung. If you've got more than 10 words on a line, your text is probably too small for older eyes to read at distance. Use black text on a white background to maximize contrast.