

Voci Volunteer Jobs, 2016-17

Chorus Management Jobs ~ Lead: Mishaela De Vries

Role	Description	Who
Chorus Manager ~Lead~	Serve as the focal point to keep singers informed, organized and supported. Serve as the point person for singers' questions. Recruit volunteers and ensure that all operational tasks are happening. Welcome and orient new singers. Maintain & communicate season calendar.	Mishaela
Weebly Manager	Maintain internal Singer's ("weebly") website. Make regular updates. Also maintain Voci roster and google group.	Ayyana
Rehearsal Recordings Lead	Identify recordings for each semester; post on SoundCloud for Weebly site	Lezak
Library Manager ~Library Lead~	Oversee Management of Voci library. Order new/ coordinate borrowing of music; prepare packs of music for each semester; update library database; chase & refile music at end of season. Delegate to library assistants as needed.	Katherine ~Lead~ Dorothy ~database~
<i>Library Assisants</i>	Answer to Library Manager. Assist library manager with mid and post-semester music reconciliation, filing and tracking.	Janet
Voci Archivist	<i>Ensure collection and long-term storage of materials documenting Voci's history (programs, media, etc.)</i>	
Attendance Manager	Serve as focal point for absences & late. Inform Anne. Raise policy questions to Anne & Chorus Manager	Dorothy
Rehearsal Snacks Coordinator	Recruit singers to bring weekly snacks. Send reminders ahead of time.	Karla
Rehearsal Scribe	Keep notes for Anne during rehearsals	Ayyana
Orinda Church close-up crew	Straighten room after rehearsal; turn off lights & lock up	Victoria & Lisa

Production/Event Management Jobs ~ Interim Lead: Terry Meyers

Role	Description	Who
Concert/Event Production Manager ~Lead~	Has overall responsibility for overseeing production of concerts and events, including coordinating venues, liaise with Chorus manager for updating calendar, supervising program production, ticket sales, ensuring that front-of-house volunteers are in place, and coordinating with guest artists. Also responsible for organizing retreat venues. Role could be filled by a non-singer. Longer job description available.	Terry (interim Production Manager)
Ticket Sales Coordinator	Track advance sales (on Brown Paper Tickets), print tickets and encourage sale by Voci singers, and create/manage will-call list	Stephanie N
Concert Program Manager	Design and produce programs for concerts, fundraiser and any other events needing programs. Coordinate volunteers as needed for composer bios, texts & translations and other content.	Elizabeth ~lead~
<i>Composer bios</i>	Research and draft bios for concert program	Lezak
<i>Texts & translations</i>	Type and proof read texts and translations for program	Dorothy More volunteers needed for Spring
<i>Copy Editor</i>	Proof read program	Rose
Manage setup/cleanup of concert venue; front of house management	Arrive early to set up. Coordinate volunteers as needed for set up and front of house. Return venue to original state after concert.	Victoria (Victoria's husband to manage front house)
Concert Refreshment Coordinator	Recruit volunteers to provide refreshments during intermission (including for House/Concert & Fundraiser and other special events before/after concerts). Decide on theme and amounts. Coordinate presentation and setup/breakdown.	Karla ~Lead~ Volunteer Bakers Needed: Miranda, Nicky

House Concert & Fundraiser Coordinator	<p>Work with Board and Artistic Director to identify a suitable house. Liaise with owners to confirm details including arrival times, setup/movement of furniture, etc. Work with Concert Refreshment coordinator to plan reception. Oversee printing of invitations and filling the house. Coordinate other volunteers as needed.</p> <p>Note: this event could be managed by the Event Manager, or by a separate volunteer (or group of volunteers).</p>	Stephanie N
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Communications & Marketing Jobs ~ Lead: Elizabeth Brashers

Role	Description	Who
Communications & Marketing Manager ~Lead~	Oversee development of all marketing and communications materials created and disseminated for Voci, and ensure that deadlines are set and met. Create and oversee overall communications calendar/timeline; make sure new content gets to the right people. Serve as single point of contact as needed.	Elizabeth
Communications Committee	Develop season calendar and research/ implement marketing/comms projects	Elizabeth, Susan S, Lezak, Rose
Writer/Editor	Draft content for media outreach, websites, postcards, etc.	Susan S, Lezak
Postcard Coordinator	Coordinate design, printing & mailing of season postcard mailer. Liaise with graphic designer and Comms Lead/Board for design and content, and mailing list coordinators for mailing list. Supervise printer and mail-house to ensure mailing goes out correctly, and on time.	Elizabeth
Graphic Designer	Design variety of materials, from postcard and program ads to logos, etc.	Edna
E-blast/ MailChimp Manager	Design range of communications (newsletters, audition notices, concert announcements, etc) for distribution to Voci e-list. Ensure e-list is regularly updated. Post events on Brown Paper tickets.	Elizabeth (Interim) Need to fill

Media Outreach Manager	Distribute information about Voci concerts and events to media outlets & calendar listings; develop relationships	Stephanie N
Mailing List Coordinators	Solicit regular updates to the Voci mailing list - ensure entries are made in advance of fall/ spring mailings (coordinate with E-blast Coordinator)	Lisa & Julie B
Social Media Manager(s)	Post musical news regularly to the Voci Instagram (and other social media as desired) to keep it current. Post and promote all Voci-related events.	Nicky
Vocisings.org Website Manager	Post updates to the vocisings.org website to keep the site fresh (can write content or get it from others - helpful if willing to draft content).	Edna (or volunteer who knows html)
Audio/You Tube Previews	Develop SoundCloud interviews and multimedia marketing materials (ad hoc)	Lezak
Photo shoot coordinator	Work with marketing team to identify types of photos needed; recruit photographer; liaise with Anne and Chorus Manager to schedule session during a retreat, etc.	Elizabeth
Voci Recordings Archivist	Listen to Voci recordings; select best and ensure stored on long term backup	Susan M
Voci Singer Recordings Coordinator	Liaise with Anne, Recordings Archivist and Weebly Manager to post recording of previous season's concert on weebly site so that singers can get feedback. Ensure recordings are posted and singers are alerted.	Susan M

Fundraising Jobs ~ Lead: Terry Meyers

Role	Description	Who
Fundraising Manager -Lead-	Oversee fundraising calendar for the year and ensure that all events have assigned volunteers, due dates, and are carried out in a timely fashion.	Terry

Grant Writing Committee	Participate on committee to research and vet grant opportunities, draft proposals and follow up with reports	Terry, Lisa, <i>More Volunteers Needed</i>
Annual Fund solicitations	Work with Board of Directors to coordinate and/or support preparation and mailing of annual fund solicitations (usually Nov/Dec)	Steph. H.
Concessions Manager	Coordinate selection, design, purchase and sale of Voci merchandise (t-shirts, totes, mugs, etc.)	Terry - t-shirts in F16
Raffle Manager	Recruit people to donate prizes; design & print tickets; urge/coordinate ticket sales via singers and at concerts; coordinate drawing & notification of winners.	Susan S.
Program Ad Manager	<i>Organize Voci singers to sell program ads. Follow up with prior year merchants. Coordinate with Edna for graphic design.</i>	<i>Susan S. (Lead Contact) Need more people</i>