

## FESTIVAL DIRECTOR

### Job description

To have overall responsibility for event, including all musical, liturgical, staff and pastoral matters.

### Specific duties before the event:

- Liaise with the Event Administrator over the event timetable, staffing and other practical considerations.
- Obtain a service booklet and familiarise yourself with the structure and musical content of the service.
- If you are organising a Young Voices Festival as an RSCM Area Event, ensure you are fully conversant with the RSCM's child protection policy and procedures.

### At the beginning of the event:

- Arrive at the venue at least one hour prior to the arrival of the singers.
- Meet with the Event Administrator to confirm arrangements for the day and set up venue.
- Confirm seating plan with the Event Administrator, who will arrange seating.

### During the event:

- Conduct rehearsal and service.

### After the event:

- Complete an evaluation form and return to the Event Administrator.

## CHAPLAIN

### **Job description**

To rehearse non-musical items with participants and lead the service.

### **Specific duties before the event:**

- Liaise with the Festival Director and the Event Administrator regarding arrangements for the day.
- Obtain a service booklet and familiarise yourself with the structure and liturgical content of the service.

### **During the event:**

- Arrive about 30 mins prior to the end of the full rehearsal, to practise spoken responses with singers.
- Rehearse readers in situ after the full rehearsal has finished.
- Lead the service.

### **After the event:**

- Complete an evaluation form and return to the Event Administrator.

## EVENT ADMINISTRATOR

### Job description

To manage the planning and bookings for the event, and to facilitate the smooth running of non-musical aspects.

### Specific duties before the event:

- Book a suitable venue.
- Liaise with the Festival Director regarding arrangements for the day, including who will accompany for the rehearsal and service, who will act as chaplain, and the timetable.
- Decide with your Festival Director on fees for the Director and Accompanist and find out if your chosen venue will incur any hire cost. If appropriate, set your fee for participants accordingly, but remember that the choirs will be paying for their own musical resources and travel on top of any booking fee.
- If you are organising a Young Voices Festival as an RSCM Area Event, submit an Event Registration Form to the RSCM office in Salisbury, for inclusion in The Network.
- Promote the event through The Network and local RSCM Area website (if appropriate) and other channels.
- Send out booking forms and order forms as necessary.
- Take bookings from participants, and send out relevant information about event logistics.
- Liaise with the Festival Director and Chaplain to arrange the seating plan, and confirm with the venue.
- Confirm who will be doing the readings and prayers in the service (try to involve members of different participating choirs if possible).
- Make copies of order of service for congregational use.
- If you would like RSCM promotional literature for display and distribution, contact the RSCM Administrative Office in Salisbury at least one week in advance to obtain copies.
- If you are organising a Young Voices Festival as an RSCM Area Event, ensure you are fully conversant with the RSCM's child protection policy and procedures.

### At the beginning of the event:

- If using a venue other than your own, arrive at the venue at least one hour before the event begins and introduce yourself to venue staff.
- Liaise with the venue to ensure adequate signage for visitors.
- Familiarise yourself with the emergency procedures (fire exits, etc) and facilities (vestry, toilets, car parking, etc).
- Meet with the Festival Director to discuss arrangements for the day and help to set up the site.
- Welcome singers as they arrive, show them where to put their belongings and direct them to their seats.

### During the event:

- At the start of the rehearsal, introduce yourself and other staff members to the singers. Welcome each choir publicly and ask them to identify themselves. Explain the emergency procedures and confirm the location of toilets and other facilities.
- At the end of the rehearsal, confirm the arrangements for the tea break (where they should go, what time they should return, etc). Identify the readers and ask them to stay for a rehearsal with the chaplain.
- Hand out copies of order of service to congregation as they arrive.
- At end of service, hand out RSCM literature as required and co-ordinate a retiring collection if appropriate.

### After the event:

- Send out evaluation forms to the leaders of the participating choirs and collate responses. If you receive feedback that would be useful to the RSCM *Voice for Life* staff, please send it to RSCM Education, 19 The Close, Salisbury, SP1 2EB.
- Pay staff fees and expenses as previously agreed.