

DowntownVocal Music Academy

Responsibilities of the Ass't Manager

Prior to Rehearsal:

1. ensure that the blackboard is clean (washed)
2. ensure chairs are in order
3. ensure that attendance folder is in order
4. ensure that hand-outs from the previous week are laid out on the table for absent members from the previous week
5. collect money or permission/order forms (as directed by Manager)
6. any other "jobs" as directed by Manager or Conductor

After Rehearsal:

1. hand out any "hand-outs" to choristers (enlist parents to help if needed)
2. ensure all monitors are doing their jobs – librarians and chair monitors
3. check rehearsal hall for any mislaid items
4. write names of absent choristers on any "hand-outs" that were given out
5. put away attendance folder
6. ensure that the rehearsal hall is in order and all is put away
7. any other "jobs" as directed by Manager or Conductor