

# YOL MANAGER'S DUTIES AND RESPONSIBILITIES

***First rule of being an orchestra manager: A MANAGER CAN NEVER, EVER LEAVE A STUDENT WITHOUT A RIDE. A MANAGER CAN NEVER, EVER LET A STUDENT 'CATCH' A RIDE WITH ANOTHER STUDENT or NON-CUSTODIAL PARENT WITHOUT FIRST TALKING TO THE STUDENT'S PARENT(S) OR LEGAL GUARDIAN(S).***

**AT ANNUAL RETREAT**     **Duties day before:** Come in a day early to set up, chairs/stands, & signage.

**Duties day of:** Checking in students with online form on your cell phone when they arrive at the check-in point, sending rsvp arrival to parents; giving music folders to the students, making sure all forms are in, and informing about any materials to hand out. *Ideally, one mgr* will be in the rehearsal area getting room ready and coordinating with conductor providing name tags to students as they arrive and getting the sectional leaders situated. *At the same time, the other mgr* will be at check-in point checking financials, communicating with program director, supervising food, walking kids to rooms. If there are not two mgrs., one mgr will do all duties by putting kids in in groups and holding them at sign-in station then walking them to the room every 10 minutes. **Most importantly, if students have not paid in full, the parent will have to sign-up for the auto-payment plan before the student is allowed to join their group in the rehearsal area.**

**Closing Day/Conclusion Duties:** Staying to close, cleaning up chairs, and stands at end of retreat.

**AMBASSADOR EVENTS:** All mgrs must help with at least 1 ambassador event per concert cycle or do 5 hours of library work per concert cycle. Mgrs must keep and bring manager boxes with them to rehearsals. Mgrs with two students on scholarship must do 2 Ambassador, 1 Fundraising, and 1 Community event per concert cycle or work 10 hours per concert cycle in the YOL library and work the 4<sup>th</sup> of July Fireworks Concert in the Park.

## **AT REHEARSALS**

1. Transport stand/chairs to room for the group which you are manager of and remember to follow all protocols as to how to store when racking with legs out toward room so as not to damage walls or sound boards on walls.
2. Refer to seating charts for chair and stand location. Each conductor will have their own way of liking it set up. Some may want the risers in place for rehearsals. Find out what your conductor wants and replicate it weekly.
3. Print stand tags for all your students. You should have stand tags provided for students who have filled out the online forms. If they have not filled out the forms, then you will not have their tags. Please ask any students who do not have tags to fill out the online form during their break the first week of rehearsals. Remind students at rehearsal not to take stand tags with them at end of practice. You will pick these up and use them weekly.
4. Use the online form to record roll. You can look from the front and see by reading the stand tag if the student is present or absent. If the student is absent, please text the student and parent to find out why they are missing and notify the parent. The numbers for each of these will be on the online checklist. You may also call.
5. Just before break you will make announcements and hand out any papers Amber gives you. These will usually be distributed following the beginning of practice when things are running smoothly. Report to the snack area near the bathrooms in order to pick up or drop off anything the students have brought back to you signed, and place them in the green depository box. **BEFORE BREAK.** Keep record of any excuses, late arrivals, or early departures.
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5. As students arrive, explain to new students where the bathrooms and water, as well as information table, are located. Introduce yourself as the manager.
6. Ask all students at beginning of rehearsal to put their cell phones on silent and keep them off their stands.
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**Sectionals:** Are an entirely different schedule and format, with a different set up. Be prepared for setups to change. You will work with other music professionals on these days and set up more rehearsal spaces.

**Concerts:** Risers will be used, as well as shells. Expect to come earlier/stay later for dress rehearsals, concerts, recording sessions, or live performances with professional musicians at outdoor venues.

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**AT ANNUAL RETREAT**     **Duties day before:** Come in a day early to set up, chairs/stands, & signage.

**Duties day of:** Checking in students with online form on your cell phone when they arrive at the check-in point, sending rsvp arrival to parents; giving music folders to the students, making sure all forms are in, and informing about any materials to hand out. *Ideally, one mgr* will be in the rehearsal area getting room ready and coordinating with conductor providing name tags to students as they arrive and getting the sectional leaders situated. *At the same time, the other mgr* will be at check-in point checking financials, communicating with program director, supervising food, walking kids to rooms. If there are not two mgrs., one mgr will do all duties by putting kids in in groups and holding them at sign-in station then walking them to the room every 10 minutes. **Most importantly, if students have not paid in full, the parent will have to sign-up for the auto-payment plan before the student is allowed to join their group in the rehearsal area.**

**Closing Day/Conclusion Duties:** Staying to close, cleaning up chairs, and stands at end of retreat.

**AMBASSADOR EVENTS:** All mgrs must help with at least 1 ambassador event per concert cycle or do 5 hours of library work per concert cycle. Mgrs must keep and bring manager boxes with them to rehearsals. Mgrs with two students on scholarship must do 2 Ambassador, 1 Fundraising, and 1 Community event per concert cycle or work 10 hours per concert cycle in the YOL library and work the 4<sup>th</sup> of July Fireworks Concert in the Park.

## **AT REHEARSALS**

1. Transport stand/chairs to room for the group which you are manager of and remember to follow all protocols as to how to store when racking with legs out toward room so as not to damage walls or sound boards on walls.
2. Refer to seating charts for chair and stand location. Each conductor will have their own way of liking it set up. Some may want the risers in place for rehearsals. Find out what your conductor wants and replicate it weekly.
3. Print stand tags for all your students. You should have stand tags provided for students who have filled out the online forms. If they have not filled out the forms, then you will not have their tags. Please ask any students who do not have tags to fill out the online form during their break the first week of rehearsals. Remind students at rehearsal not to take stand tags with them at end of practice. You will pick these up and use them weekly.
4. Use the online form to record roll. You can look from the front and see by reading the stand tag if the student is present or absent. If the student is absent, please text the student and parent to find out why they are missing and notify the parent. The numbers for each of these will be on the online checklist. You may also call.
5. Just before break you will make announcements and hand out any papers Amber gives you. These will usually be distributed following the beginning of practice when things are running smoothly. Report to the snack area near the bathrooms in order to pick up or drop off anything the students have brought back to you signed, and place them in the green depository box. **BEFORE BREAK.** Keep record of any excuses, late arrivals, or early departures.
6. Make sure students get back in their chairs before break is over. We have limited time.
7. Be prepared to take care of discipline problems. You have the authority to remove a student and bring them to the Program Director if they are disrupting rehearsal. Talk to the conductor first, and ask what they want you to do if, say, a student is talking during rehearsal, or perhaps checking their phone, or texting. None of these things are allowed, and so they will incur disciplinary actions if they are repeat offenders. Always give the kids an option by asking them to put phone away with a gentle reminder first.

### **This is the typical schedule for a rehearsal:**

1. Managers arrive at school by 1 p.m. to begin set-up.
2. Managers help move the number of chairs, stands, and risers for set up as needed. Managers will also help percussion specialist move percussion for their respective groups. Managers put out stand tags for each student.
3. Students arrive between 1:45-2. They find the seat you have made for them with their stand tag and then uncase and tune.
4. Managers can check off students as they come in or after they are seated. You should hand out copies of music at 1st rehearsal. Ask the students if they need any music, sometimes they forget until we start a song.
5. As students arrive, explain to new students where the bathrooms and water, as well as information table, are located. Introduce yourself as the manager.
6. Ask all students at beginning of rehearsal to put their cell phones on silent and keep them off their stands.
7. Remind all students about the attendance policy. You will all have extra copies of the commitment forms checklist. Please distribute these throughout the season to any student who misses. Please record any late arrivals or early leaves on the form by checking the appropriate box for that date. Please remind parents and students that they must inform you if they are going to be absent and then you must note that on your sign in sheet each week.
8. Record any absences, tardies, or early leaves. Request, obtain, and maintain file of excuses for each of these from parent. You will use these in the messages you send to the parents updating them about the absences.
9. Look out over orchestra and check off students in their seats (use stand tags for reference).
10. You will have access to a master copy for your music, and you can make copies, but don't give your copy to a student. Keep your copies in the catalog order (same as library) in your designated box.
11. Remind students to take their music at end of rehearsal. Pick up any left behind music and put in the white box on the information table. We will charge \$10 if a student loses their folder. You will make copies for the students when needed. We will charge \$3 per copy we have to make of music for them. We will invoice the students and parents for copies each week so please keep track of these via your online managers form.
12. After break, (while orchestra is still rehearsing) all trash and empty bottles or other things must be picked up. After practice, papers and forms the students leave behind at each rehearsal must also be picked up.
13. All chairs and stands must be returned to their original positions, with feet sticking out away from wall.
14. All bathrooms and stalls must be checked before we leave the school.
15. All doors must be checked and locked by 5 p.m.
16. All students must be sent home with their parent or handed off to another YOL supervisor before you leave.

**Sectionals:** Are an entirely different schedule and format, with a different set up. Be prepared for setups to change. You will work with other music professionals on these days and set up more rehearsal spaces.

**Concerts:** Risers will be used, as well as shells. Expect to come earlier/stay later for dress rehearsals, concerts, recording sessions, or live performances with professional musicians at outdoor venues.

***All managers must complete and sign a manager's contract.*** All managers will receive their stipend for the student at the end of each season. All managers must complete evaluation forms as requested following events and submit them to the Program Director. Managers are to be present from 1 p.m. to 5 p.m. each day and cannot leave the rehearsals between (2-4:30 p.m.) unless they have a replacement arranged to fill-in for them. Arriving late or leaving early more than 2 times in a concert cycle will result in reduction of scholarship award or manager reassignment.

If you have any questions, please contact Christine Scroggins, YOL Manager Supervisor. She is the point person and can tell you many of the best ways to approach your manager tasks. She will provide you with a list of announcements each week for the students.