



NORTHEAST PIEDMONT CHORALE ANNOUNCES A NEW POSITION

ASSISTANT TO THE DIRECTOR

The Board of Directors has created the position of Assistant to the Director for the purpose of helping the Director with the many tasks required to make rehearsals and concerts work as smoothly as possible.

- The Assistant to the Director is a 12-month position with a \$2,000 stipend.
- The person who becomes the Assistant to the Director must be a member of the Chorale.
- The Assistant to the Director will be responsible for the following:
 - **Set up rehearsal facility** (Wake Forest Baptist Church Fellowship Hall) 30 minutes prior to the beginning of rehearsal and **taken down** directly after rehearsal has ended. Set up includes placing approximately 60 chairs in rehearsal position and placing the piano and director's stand where the director would like them.
 - **Oversee the Logistics Committee.**
 - **Set up and take down performance facilities as follows:**
 - December 9, 2019 Dress Rehearsal at Wake Forest Baptist Church Sanctuary, including chairs, music stands, and music stand lights for orchestra members. Coordinate with Bryant Moxley.
 - December 13, 2019 Concert at First United Methodist Church in Henderson, including chairs for Chorale members and chairs, music stands, and music stand lights for orchestra members. (Borrow lights from FUMC)
 - December 14, 2019 Concert at Wake Forest Baptist Church, including chairs, music stands, and music stand lights for orchestra members. Coordinate with Bryant Moxley.
 - May 11, 2020 Dress Rehearsal at New Hope Baptist Church Sanctuary, including chairs for Chorale members and chairs, music stands, and music stand lights for orchestra members. Coordinate with Roger Sims.
 - May 16, 2020 Concert at New Hope Baptist Church, including chairs for Chorale members and chairs, music stands, and music stand lights for orchestra members. Coordinate with Roger Sims.
 - May 17, 2020 Concert at McGregor Hall Performing Arts Center, including seated risers on the stage, arrangement of piano and orchestra set up (chairs, music stands, music stand lights). Keep in close contact with Matt Nowell about sound.

- **Coordinate with the following people and/or places:**
 - Al Hyde at FUMC regarding borrowing orchestra lights
 - Jill Cochran at Southeastern Baptist Theological Seminary regarding borrowing 15-16 music stands
 - Bryant Moxley at Wake Forest Baptist Church regarding set up and sound
 - Tom Church at First United Methodist Church regarding set up and sound
 - Roger Sims at New Hope Baptist Church regarding set up and sound
 - Matt Nowell at McGregor Hall regarding seated risers
- **Pick up orchestral music following each concert performance.**
- **Coordinate CD duplication for rehearsal music with John and Sue Blake.**
- **Coordinate with the videographer prior to all concerts.**
- **Assist with miscellaneous responsibilities as they present themselves.**

If you are interested in applying for this position, please email Cindy Edwards at cynthiahedwards@gmail.com by the end of the day on **Tuesday, August 20, 2019**. In your email to Cindy, please share why you are interested in applying for the position and what you feel makes you qualified to carry out all the responsibilities stated above. Also include your email address and phone number.

Candidates for the position will be notified when and where interviews will take place.