Orchestra Secretary (time commitment: 1-5 hours per week)

# Jobs for each concert

## The week before the concert

* Find out from the Concert Manager how many volunteers are needed to set up on the day and when. (Usually four people, one hour early. If it’s a joint concert, they’ll also have a team from the chorus.)
* Ask the Conductor for running order/timings for performers who aren’t in every piece. Put it on the website.

## Concert week

* **Monday rehearsal** - Make the following announcements:
* Which section is on duty for setting up/tidying away. Get four volunteers to come early.
* Venue for Friday night rehearsal. This will also be on the website.
* Concert dress. Normally:
* Concert: smart black
* Opera: black. Check whether the Conductor wants the men in jackets or just black shirts.
* Family concert: plain coloured tops and black bottoms.
* Running order/timings, for performers who aren’t in every piece
* **Tuesday -** Send email confirming the announcements, including names of volunteers for setting up, and a reminder to the section who is on tidy-up duty.
* **On the day** -Arrive in good time for the rehearsal.
* **After the concert** - The Librarian will email you if there are any missing parts. Forward the email to relevant section leaders and ask them to pass the message on, including how they should get the part back to the Librarian.

### Set-up and tidy-away for each concert

Four volunteers are needed to help set up. The rest of that section should stay behind to tidy away and not leave until the Concert Manager dismisses them. The easiest way to manage it is to have a section on duty each concert.

The order of sections can be changed but you need to decide for the whole year at once, so you know who to ask when. Check the programme – if a concert has only very minimal wind/brass, don’t put them on duty for that concert. (No one is needed at Saffron Hall as they sort it out.)

* 1st violins
* 2nd violins
* Violas & cellos
* Wind
* Brass & double basses

# Annual jobs

## First couple of rehearsals

* Look out for new people and make them feel welcome – you will have been their main contact so far. Introduce them to their section leader.

## After the AGM (Sept/Oct)

* Subs are due immediately after the rate is agreed at the AGM. “Full time” members should pay the full amount immediately. If they want to set up affordable payments they should arrange this with the Treasurer directly. Wind/brass pool players pay in the summer; they pay pro rata according to how many concerts they were booked for over the year: divide the total annual amount by the number of normal concerts to give the amount payable.
* Download a complete orchestra list from the database and send it to the Treasurer. Indicate who is a full member vs who is in the pool and won’t pay until summer.
* After the AGM, email the orchestra with instructions how to pay subs. Send a couple of general chases about once a week.
* After three weeks, ask the Treasurer for an update on who hasn’t paid yet. Chase outstanding people individually – most effective is in person at rehearsals followed up by an email. Keep the bank details on you in case someone pulls out their phone at rehearsal to do an online payment immediately.

## May

* Collect summer subs. Email wind/brass pool players asking them to pay. If there are any queries or conflicts, refer it to the section leader – you and they have discretion over what is appropriate. Sometimes a pool player plays e.g. 4th bassoon, and they only play for 3 bars in one piece, so they’re doing us a favour by playing.
* Let the relevant section know that their auditions are coming up: they’re meant to get 8 weeks’ notice.
* Fix a date with the Conductor for summer auditions. Usually 2 evenings of 3-4 hours each, depending how many auditionees.
* Once dates are fixed, set up auditions.

## Late summer (i.e. in preparation for the new season)

* Remove from the database any members who have left.

# Ongoing jobs

## Emails from the website

* People wanting to join the orchestra: let them know the crucial info (rehearsal timing incl. annual subs, re-audition every three years, standard) and find out a bit about them. If they don’t sound good enough (e.g. sub grade 8, “I’m rather rusty and haven’t played for years,” etc.), then let them know that they might be better finding a different orchestra. If they sound decent and they like the sound of us, add them to the audition list.
* Professional soloists wanting a gig: send a polite thanks but no thanks.
* Composers asking us to play their music: send a polite thanks but no thanks.
* Adverts (music holiday in Sicily; publishers hawking their wares, etc.): delete
* Questions, complaints, etc. from orchestra members: answer or pass them on to someone else who can.

## Regular rehearsals

* Arrive in good time to ensure smooth set-up
* Breaks can sometimes be taken up with admin: asking people things, telling people things, chasing subs, etc.

## Committee

* Attend committee meetings (about eight per season)
* Attend AGM

## Website

Put up any info necessary. The main thing that the orchestra needs is rehearsal dates and venues. The Secretary books the rooms and then tells you the dates for the website once bookings are confirmed.