

Holland Chorale Rehearsal Manager Responsibilities

Access to Venues

The Rehearsal Manager is usually the first to arrive at rehearsal venues. The Rehearsal Manager has keys to First Church. In addition, the Rehearsal Manager obtains keys/access to other rehearsal venues.

Rehearsal Setup-Main Room

The Rehearsal Manager is responsible for the weekly setup of the main rehearsal room for regular Chorale rehearsals. Weekly setup tasks include: moving the piano into position for the accompanist, moving music stands for the artistic director, moving portable steps for the director to stand on from the storage area, moving a portable light to the piano for the accompanist (as needed), moving tables for nametags and music disbursement/return, setup nametags for members, setup chairs according the seating chart(s), prepare food serving area for snacks as needed, etc. Main room setup can take 15-30 minutes weekly.

Rehearsal Setup-Sectionals

For sectional rehearsal, up to four rooms/areas are setup for sectional rehearsal. First Church has at least three rooms with pianos already in them that are used during sectionals. Chairs are also moved and setup in the rehearsal rooms. Sectional setup can take 15-20 minutes.

Rehearsal Setup-Performance Venues

Depending on the concert, it is sometimes necessary to set up for a rehearsal at a performance venue. Depending on the venue will determine if additional items need to be brought by the Rehearsal Manager and/or Stage Manager. Extra items include music stands, portable steps, etc.

Rehearsal Teardown

Every thing that is setup for rehearsal is taken down prior to leaving the venue, unless permission is granted to keep items where they are overnight. This varies from venue to venue and depends on if other events are scheduled at the venue. The Rehearsal Manager will check with building staff at each venue (conferences). As needed, the venue is vacuumed by the Rehearsal Manager if food is left on the floor. Everything is taken down at weekly Chorale rehearsals at First Church. Teardown can take 15-30 minutes depending on the venue. The Rehearsal Manager usually is the last to leave the venue.