

Kids of Note Job Descriptions

Revised: January 2010

Steering Committee

This committee is made up of KON parents, interested community and church members, the Manager and the Director. It oversees all KON operations, with special attention to upholding our vision and mission, revising job descriptions, contracts, setting policy, and long range planning. Decisions are made by consensus.

The Chair, with the assistance of the Manager, will set the agenda, ensure meetings take place, book the meeting space and send reminders.

Specific duties include:

- reviews contract with Director; when it is satisfactory to both parties it must be presented to the Ministry and Personnel Committee (M&P) of GPUC; three copies must be signed by the Chair of GPUC Church Council, Chair of KON Steering Committee and the Director; a copy is kept on file with each of the M&P Committee, KON Manager and the Director
- where the Director is a member of the American Federation of Musicians, pension forms must occasionally be signed by the GPUC Treasurer to allow for a portion of the Director's fee to be allotted to a pension fund; these payments come from within the contracted fee and are not in addition to the fee; the Steering Committee is responsible for ensuring this paperwork is completed when required

Manager (Family and Communications Coordinator)

Duties include:

1) Registration

- end of current season: circulates newsletter to all current year participants to get preliminary registration for next season
- forwards registration forms to all participants who indicated intent to rejoin KON; collects forms and down payment on fee
- Director contacts individuals on waiting list if spaces are open for the next season and e-mails registration forms to interested parties; Manager follows up on registrations and collect down payment on fees
- registration and concert promotion assistance as required by Director
- September: collects remainder of fees and distributes registration receipts

2) Rehearsals

- in concert with Director, ensures appropriate spaces and times are booked for rehearsals, concerts, receptions and wind-up party
- solicits parent volunteers for each rehearsal; communicates their duties and sets up orientation meetings as required (see Volunteer Duties at end of this document)
- attends weekly rehearsals; assists in set-up and clean-up
- photocopies and distributes material as required by Director; writes singer's name on each item to be distributed at rehearsal; this procedure is vital to ensuring that all children receive a copy of the material; KON has access to the GPUC photocopier; photocopying numbers are provided by the church office to the KON Manager on a monthly basis; KON is charged 5 cents per copy
- prepares Word document attendance forms; takes attendance

3) Parent Communications

- updates parent contact list and distributes by e-mail and hardcopy to all parents
- prepares fall and winter calendars of events and distributes; includes rehearsals, solos, concerts and special performances; this information will be provided by the Director
- prepares a group e-mail distribution list; sends weekly reminders regarding solos and updates as required
- all other communications required by Director to parents
- helps parents to coordinate concert receptions

4) Steering Committee

- works with Chair of Steering Committee to develop agenda for the meeting; asks Director for input into agenda
- sends e-mail reminders to members; attaches agenda and minutes from previous meeting
- works with committee to prepare yearly budget; this budget should be prepared at the end of each season for the next year; the budget is essential for inclusion in all grant applications
- attends meetings, prepares minutes, and circulates as soon as possible to committee
- provides information and leadership to committee
- collects expense receipts and passes on to Treasurer for payment

5) Donations

- provides Steering Committee and Fundraising Chair with monthly reports as to donations and a list of donors/sponsors
- works with Treasurer and Fundraising Chair to oversee donation process at concerts; provides two silver collection baskets in sanctuary as well as two silver collection baskets at reception; ideally the Treasurer and the

- Manager or one other person counts the money and prepares a deposit after the concert; gives the deposit amount to the Treasurer
- the Manager prepares thank you cards, places them in addressed stamped envelopes and gives them to the bookkeeper, along with a list of names and amounts donated; the bookkeeper prepares tax receipts and inserts them in the note cards and mails the envelopes

6) Public/Church Communications

- works with Director on registration and concert promotion plans
- one month prior to concerts sends notice to church office for the bulletin requesting GPUC volunteers for baking, greeting and help in kitchen during and after reception; GPUC volunteers to greet concert attendees and hand out programs; also need a GPUC lift operator for before and after concert
- designs and prints concert programs; each program should have an “Ask” for donations as well as a self-addressed envelope; ensures that all sponsors and donors have been included on the program
- e-mails church secretary at least three weeks in advance of concert to have church sign advertise concert
- e-mails church secretary with notice to be sent out to other United Churches in Saskatoon at least three weeks in advance
- posts notice on Mysask home page, phone messages on CBC Radio’s community programs

Concert Coordinators

Two people will oversee the Christmas and spring concerts. One of these people may be the Manager. Duties include:

- solicits parent volunteers to help to organize the receptions, do some baking, set up the room, serve and clean up
- washes tablecloths, dishtowels, etc. and return to church within 48 hours
- at year end, plans the wind-up party (occurs after the last dress rehearsal)

Church Liaison

Ideally, a member of GPUC will sit on the Steering Committee. This person ensures regular communication with the Church Council (through the Congregational Life and Outreach Committee) and staff, as necessary. In particular he or she helps deal with personnel matters involving the church’s M&P Committee (Ministry and Personnel) and the various requirements of the Concert Coordinators.

Treasurer

Duties include:

1) Accounting

- receives all cheques from the KON Manager
- prepares deposit using GPUC deposit book; deposit is taken to Affinity Credit Union – corner of 8th and Preston; night depository is used
- makes two photocopies of cheques, keeps one for the record and puts one in the GPUC bookkeeper's mailbox
- GPUC treats all KON money as a liability account; revenue is credited (added) to this account (GPUC owes KON this amount); all expenses are debited (subtracted) from this account; at any time the GPUC bookkeeper can provide a print out of this account; the entries and the balance should match the balance in the records kept by the Treasurer
- the Treasurer maintains a record of all KON funds
- reconciles Treasurer accounting and GPUC's accounting at least two times during the year

2) Out-of-Pocket Expenses

- receives expense receipts from the Manager, who collects them from various claimants
- prepares a cheque requisition, photocopies it for KON records, attaches the receipts to the original, and leaves paperwork in the bookkeeper's mailbox at GPUC; a cheque will be prepared, signed and placed in the KON mailbox

3) Payroll

- fills out a monthly requisition form for the Pianist, photocopies it and places the original in the GPUC bookkeeper's mailbox; the Pianist is paid \$50/hour
- for the Director's payment, in August a copy of the contract is given to the bookkeeper and she takes care of the monthly payments to the Director. (Richelle Hanson – bookkeeper.gpuc@sasktel.net)

4) Steering Committee

- prepares and distributes monthly financial reports for the Manager to distribute to the Steering Committee
- assists with budget preparation
- attends Steering Committee meetings

5) Concerts

- works with Manager and Fundraising Chair to oversee donation process at concerts

Fundraising Committee

The Kids of Note Fundraising Committee consists of a Chairperson and a minimum of two other people who may be either members of the KON Steering Committee, other parents/family or volunteers from the public. The Fundraising Chair is a member of, and reports regularly to, the Steering Committee on all fundraising and donation activities.

The Chair calls the meetings, books the meeting space, and prepares the agendas.

Duties include:

1) Grants and Sponsorships

- updates and regularly reviews the KON calendar of grant/sponsorship opportunities
- regularly reviews our corporate sponsors
- researches new grant/sponsorship opportunities
- prepares grant applications by updating existing documents or formulating new proposals
- prepares and submits required end of season reports for successful grants
- seeks feedback on the quality or slant of our applications, even when the applications are successful

2) Donations / Special Fundraising Projects

- in consultation with Steering Committee, Manager and Director, develops "Ask" packages for two campaigns annually, to be distributed to parents and other supporters prior to the Christmas and spring concerts; the parents in turn distribute packages to their friends/contacts
- regularly reviews the KON business community to ensure there is no overlap of Ask packages
- follows up on Ask packages, including e-mails to parents and other supporters reminding them to follow up with their contacts before and after the concert
- along with Treasurer and Manager, oversees donation process at concerts
- formulates new initiatives to generate donations
- seeks feedback on the quality or slant of our Asks, even when they are successful

3) Promotion for Fundraising

- in consultation with Steering Committee, Manager and Director, writes and updates the KON Profile for distribution at Outreach Concerts and for sponsorship/donation requests and promotion of KON as it relates to fundraising

4) Recordkeeping

- updates KON calendar of important deadlines for grant applications
- confers with the Treasurer to ensure that the expected grants and donations are being deposited into the KON account

5) Forward Planning

- reviews the annual financial statement to develop future fundraising goals

Music Director

The Director works in collaboration with parents, Grosvenor Park United Church and the Saskatoon community to provide KON members with the opportunity to sing and perform. With the support of the KON Manager, Director Assistant, Pianist, and Volunteers, he/she is responsible for overseeing all creative aspects of the program, which primarily include the selection of music, teaching of songs, and concert design/production. In partnership with the Manager, she reports to the GPUC Council.

Core Program

This includes 23 regular rehearsals, 2 appearances at GPUC Sunday services, 2 small group rehearsals, 2 concert dress rehearsals, and a fall and spring concert. It includes time for 2 *simple* Outreach concerts, specifically 2 hours of preparation and 2 hours on-site for each concert. If the Outreach shows is *complex*, an extra fee must be negotiated. (See descriptions below.) The Director may choose to do one additional Sunday service at no additional cost to the Core Program.

Working from home, the Director will:

- research and select repertoire for two 30-40 minute concerts (Christmas and Spring)
- learn new material, sometimes with assistance from the Pianist
- arrange material, sometimes with assistance from the Pianist
- select the opening song for church services in collaboration with the Minister; deliver repertoire information for church bulletins
- record up to four instructional CDs and arrange for their duplication
- prepare lyric sheets and KON binders☑
- plan concert song order, soloists, side musicians (occasionally) and stage management (parents)
- prepare concert scripts for all emcees and stage managers
- develop and articulate instructional methodologies
- in partnership with the Manager prior to fall registration, promote Kids of Note to the Saskatoon community
- support the Manager in such things as concert promotion

- in partnership with the Manager, arrange contracts for side musicians and purchase such things as instruments
- occasionally communicate with parents and Church Council via e-mail or meetings
- in partnership with the Manager, facilitate general operations until such time as Kids of Note can sustain itself
- participate in the development of KON policies and procedures
- in partnership with the Manager, keep archival records of KON activities

Specific duties carried out at 23 GPUC regular rehearsals:

- depending on rehearsal requirements, arrive 30-60 minutes early to open church and set up
- conduct a one-hour rehearsal
- with the help of volunteers, tidy up and lock church

Specific duties related to Sunday services at GPUC:

- arrive 45 – 60 minutes before service to set up
- conduct warm-up
- conduct two songs
- help as required with Sunday school activities

Specific duties carried out at two GPUC dress rehearsals:

- arrive 90 minutes before rehearsal time to set up and look after many performance details
- oversee rehearsal of KON members and all support people
- with the Pianist, direct extra musicians (if present)
- with the help of volunteers, tidy up and lock church

Specific duties related to fall/spring concerts at GPUC:

- arrive 90 minutes before show time to set up and look after many performance details
- conduct warm-up
- conduct concert
- with the help of volunteers, tidy up and lock church

Additional Concert Appearances

At this point there are two types of additional concerts given by Kids of Note: simple and complex. An example of the simple approach would be the performance given for the Saskatchewan Down Syndrome Society AGM held at Queen's House (June '07). Examples of complex shows would be the ones for Parkville Manor Seniors' High Rise (Christmas '06) and St. Thomas Wesley United Church (April '07).

The time required for **simple** shows is as follows:

Working from home, the Director will:

- negotiate appearances with presenters
- organize the most straightforward possible delivery of KON songs
- communicate the plan with the Pianist

Specific duties related to additional simple concert appearances:

- arrive 60 minutes before show time to set up
- conduct warm-up
- conduct concert

The time required for **complex** shows is as follows:

Working from home, the Director will:

- negotiate appearances with presenters
- reorganize core concert shows according to which singers and parent volunteers will be available on the concert day, and according to differences in the venue
- write scripts accordingly and provide them in advance to participants
- communicate the plan with the Pianist

Specific duties related to additional complex concert appearances:

- arrive 60-90 minutes before show time to set up and look after many performance details
- conduct warm-up
- conduct concert

Pianist

The Pianist works primarily with the Director to accompany Kids of Note. He/she advises the Director on musical arrangements, etc. and may have suggestions regarding repertoire or teaching methodology. The Pianist (or a replacement contracted by the Pianist) must be available for all rehearsals, services and concerts outlined in the Core Program. Any additional concerts are negotiable and dependent on the Pianist's availability. The Pianist offers feedback and suggestions on all aspects of Kids of Note. The pianist is paid an hourly fee.

Core Program

This includes 23 regular rehearsals, 2 or 3 appearances at GPUC Sunday services, 2 small group rehearsals, 2 concert dress rehearsals, and a fall and spring concert. It does not include extra performances or preparation for extra performances.

Working from home, the Pianist:

- prepares for rehearsals and performances as required
- occasionally rehearses over the phone with the Director
- transcribes music where necessary and within reasonable limits

Specific duties carried out at 23 GPUC regular rehearsals and 2 dress rehearsals:

- occasionally reviews music with Brenda prior to rehearsal
- plays for choir
- occasionally directs side musicians

Specific duties related to Sunday services at GPUC:

- plays for warm-up
- plays for choir

Specific duties related to Christmas and Spring concerts at GPUC:

- arrives 30 minutes before show time to play for warm-up
- plays for choir
- occasionally directs side musicians

Additional Concert Appearances

For simple and complex shows:

Working from home, the Pianist will:

- discuss the concert plan with the Director

Specific duties related to additional simple or complex concert appearances:

- arrive 30 minutes before show time to play for warm-up
- play for choir

Volunteers' Checklist

Before rehearsal:

- Make coffee
- Set up water station and fill glasses
- Help to set up instruments and equipment (if required)
- Put nametags on steps (first few weeks)
- Distribute nametags
- Take attendance (if Sharon isn't here)

During rehearsal:

- Help with water breaks (there are usually 2)
- Supervise washroom breaks (located in room behind piano)
- Help ensure everyone stays safe

After rehearsal:

- Help ensure all children leave the building with an adult
- Rinse water cups and place on drying tray
- Tidy kitchen
- Help put away instruments, etc.
- Pack nametags
- Check that the bathroom has been left clean
(If necessary, there are cleaning supplies in the bathroom)

Music Director – The Notations (Created September 2011)

The Director works in collaboration with parents, Grosvenor Park United Church and the Saskatoon community to provide The Notation members with the opportunity to sing and perform. With the support of the KON Manager, KON Director, Pianist and Volunteers, he/she is responsible for overseeing all creative aspects of The Notations program, which primarily include the selection of music, teaching of songs, and their contribution to the concert design/production.

Core Program

This includes 23 regular rehearsals, 2 concert dress rehearsals, and a Christmas and Spring concert. Extra rehearsals will be scheduled as needed.

Working from home, the Director will:

- research and select repertoire for at least a 15 minute segment of two 60 minute concerts (Christmas and Spring) and collaborate with the KON Director on shared songs
- learn new material
- arrange material, sometimes with assistance from others as required
- with assistance from the KON Director, record up to four instructional CDs and arrange for their duplication
- prepare lyric sheets
- in collaboration with the KON Director, plan concert song order, side musicians and stage management (parents)
- prepare concert scripts for The Notations' emcee and submit to the KON Director
- in partnership with the KON Director and Manager, arrange contracts for side musicians and purchase or rent such things as instruments
- occasionally communicate with parents via e-mail or meetings
- participate in the development of The Notations policies and procedures
- in partnership with the Manager, keep archival records of The Notations activities

Specific duties carried out at 23 GPUC regular rehearsals:

- depending on rehearsal requirements, arrive 30 minutes early to set up
- conduct a one-hour rehearsal
- tidy up after rehearsal

Specific duties carried out at two GPUC dress rehearsals:

- arrive 60 minutes before rehearsal time to set up and look after many performance details
- oversee rehearsal of The Notation members and all support people
- with the Pianist, direct extra musicians (if present)
- tidy up

Specific duties related to Christmas/Spring concerts at GPUC:

- arrive 90 minutes before show time to set up and look after many performance details
- conduct warm-up
- conduct concert
- tidy up

Additional Concert Appearances

Specific duties related to GPUC Church Service appearances:

- in consultation with the parents, consider the possibility of singing at a service in Spring 2012

Specific duties related to Outreach performances:

- at this time The Notations do not perform Outreach concerts