

Circular Keys Chorus Inc.

Director/Chorus Agreement

The following is agreed between the Circular Keys Chorus Chapter of Sweet Adelines International and Vicki Dwyer, Musical Director, from 1st July 2016 to 30 June 2017.

The Director agrees to:

1. Attend all regularly scheduled Chorus rehearsals, except in cases of emergency or necessary absence. As much notice as possible will be given to the Team Coordinator, if absence is necessary.
2. Teach and train the Chorus in four part harmony barbershop style singing and provide a minimum of two hours of rehearsal time at each regularly scheduled rehearsal.
3. Appoint and assume the responsibility for training a Music Staff, consisting of Assistant Director(s), Section Leaders and Choreographer(s), as required. Appointments are to be ratified by the Management Team. This Staff will serve as consultants and specialists in designated musical areas and will assist the Director as required.
4. Be responsible in consultation with music staff, for selecting music and building a varied musical repertoire
5. Be responsible in consultation with Music Staff for determining the musical qualifications of prospective members.
6. Be responsible in consultation with Music Staff for determining the music eligibility of members for singing engagements, shows and competition.
7. Assume or delegate responsibility for the following aspects of every Chorus performance: standing positions, music, order of programme, costume, make-up, emcee.
8. Assume or delegate responsibility for accepting or rejecting Chorus performance engagements in consultation with the Music Staff and Performance Coordinator.
9. Make arrangements for Assistant Director(s) or others to conduct Chorus rehearsals and singing engagements when the Director cannot attend.
10. Direct the Chorus, or nominate a replacement, in each competition for which the Chorus is eligible, providing all criteria for performing in competition have been met by the Chorus members.
11. Cooperate with the Show Chair in planning Chorus shows, and direct the Show with the Assistant Director or others, as required.
12. Consult with Choreographer and/or her Team in the planning of choreography, to ensure that it enhances the musical product.
13. Attend Australian Region music and directors' schools, seminars, and competitions as designated for the year and approved by Management Team.
14. Attend International Education (directors' school, seminars, competitions, workshops) each year, as recommended by the Musical Director and approved by Management Team
15. Promote Chapter quartets and assist them where possible.
16. Assess readiness of Chapter quartets for performing, using the "Basic Criteria for Public Performance" found in Section VIII of the *Chapter Guide*.
17. Consult with the Team Coordinator immediately if problems arise that inhibit the Director's effective functioning.

18. Express opinions and make suggestions to the Management Team concerning administrative matters that affect the musical area.
19. Abide by the International, Regional and Chapter Bylaws, and Regional and Chapter Standing Rules of Sweet Adelines International.
20. Hold regular meetings of the Music Staff, represent the Music Staff at Management Team meetings and provide reports.
21. Be responsible, in consultation with Music Staff, for:
 - a. Determining a plan for each rehearsal; and
 - b. Amending the plan as required.

The Chorus agrees to:

1. Provide adequate rehearsal facilities.
2. Attend rehearsals and performances regularly and on time.
3. Learn words, music and choreography to all songs promptly and accurately.
4. Give attention to the Director at rehearsals and performances.
5. Arrive at performances with proper costume (complete, clean and pressed), and appropriate make-up, with music and choreography learned.
6. Provide Director with all costumes necessary for traveling or performing with the Chorus.
7. Immediately bring any problems between members of the Chorus and Director to the attention of the Management Team for discussion and resolution.
8. Abide by International, Regional and Chapter Bylaws, and Regional and Chapter Standing Rules of Sweet Adelines International.

Chorus Team Coordinator
Diane Jenkins

Date:

Chorus Musical Director
Vicki Dwyer