

Knoxville Choral Society

Membership Committee Chair

(to begin duties in January 2020)

The Membership Chair serves as the "front face" of the Knoxville Choral Society. He or she is most likely to be the first person to come in contact with potential members, and the first person they meet at auditions, making this a high-visibility, hands-on, communication-heavy role.

The MC should have strong interpersonal skills among the membership, some computer skills, and a willingness to take on multiple responsibilities throughout the season.

Duties/Responsibilities:

Auditions:

- Works closely with the KCS Webmaster to ensure that audition sign-ups in August/January are set up online and that the schedule is maintained up until the audition day(s).
- Keeps an audition schedule for those who request it throughout the season, and communicates with auditionees, should they have further questions (what to bring, directions to the audition, etc.)
- Attends auditions to meet auditionees in August and January as well as during other auditions (i.e. concert solos).
- Works with the Audition Team and KCS Assistant Director to make sure they have the necessary materials for auditions.
- Emails all auditionees with audition results based on decisions from the Artistic Director and Assistant Director.

Communication:

- Membership Committee – consists of 2-3 others who work with the MC and maintain areas of data collection/attendance and hospitality. This team works together to arrange successful auditions weeks, Masterworks retreat, end of season party, etc.
- Section leaders - taking any information that they may pass along regarding situations among their voice section (illness, leave of absence, other requests)
- Artistic Director - reporting and seeking forward plan for members who are in specific situations that compromise their participation in concerts, their overall membership, etc.
- Maintains the email address "membership@knoxvillechoralsociety.org" and KCS cell phone, responding to general inquiries/requests, OR forwarding them to the person/committee that can respond more appropriately.
- Physical visibility at rehearsals and serving as a reliable source of knowledge and friendly face to the membership
- Positively represents the Knoxville Choral Society

Board of Directors:

- Attend monthly board meetings, giving a report of any updates or information pertaining to Membership, as well as seeking feedback from the Board when needed.

This volunteer role is incredibly valuable to the Knoxville Choral Society, and it is important that the MC is passionate about this organization.

If you are interested in being our next Membership Chair or if you have further questions, please contact Anna Thomas, anna_thomas@knoxvillechoralsociety.org.