

Guide for Singers

Rehearsals

- Rehearsals are **Thursday evenings** with times set each semester.
- Rehearsals take place at the **Truro Community Center, 7 Standish Way, Truro.**
- The Chorale has two rehearsal semesters, fall and spring. Specific semester dates will be announced annually, but are normally February–May and September–December.
- Members are expected to attend all rehearsals. Absences cannot exceed 3 per semester. Please **inform your Section Leader** in advance, if possible, of any **absences** that cannot be avoided.
- After the first rehearsal, **Section Leaders** will monitor attendance as singers are seated.
- **If you are ill, DO NOT attend rehearsal!**
- Please don't wear **scents** of any kind to rehearsals. What smells good to you could cause severe respiratory distress in another singer.

Section Leaders

- Welcome and acclimate new and returning members in your section.
- Serve as the section's go-to person for information and support.
- Monitor singer attendance at rehearsals and concerts.
- Maintain communication between singers, Board, and Artistic Director.
- Assist with seating and line-up issues in preparation for performance.
- Make singers aware of opportunities within OCC beyond singing.

Concerts

- **Attendance** at all three concerts during concert weekend is required. Your participation is crucial to our performance success!
- If an emergency arises regarding a concert date, please talk with the Artistic Director immediately to see if performance absence can be accommodated.
- Concert **attire** is all black, neck to floor, with 3/4 or full length sleeves. No scents!
- **Dress Rehearsal** (you don't have to wear concert attire for the dress rehearsal) is on the **Wednesday** before the concerts at **Provincetown Town Hall**. Call time TBA.
- **Friday** concert is at the Provincetown Town Hall, **7:00 p.m., call time 5:30.**
- **Saturday** concert is at the Provincetown Town Hall, **5 p.m. , call time 3:30.**
- **Sunday** concert is at the **Middle School in Orleans, 3 p.m., call time 1:30.**

Artistic Director

The OCC Artistic Director is **Allison Beavan**. (Contact: info@outercapechorale.org)

The following outlines some of her responsibilities:

- Directs and conducts all rehearsals and concerts of the Chorale and Chamber Singers.
- Develops the season calendar in collaboration with the Board.
- Identifies concert themes and selects concert repertoire in discussion with the Board of Trustees.
- Selects concert venues, following guidelines set by the Board.
- Interviews, selects, and works with Section Leaders.
- Selects soloists.

- Engages accompanists and orchestra musicians.
- Continually educates Chorale singers in music theory and vocal technique.
- Acts as official spokesperson of the Chorale.
- Provides rehearsal tracks for singers.
- Attends all Board of Trustee meetings.

Chamber Singers

Chamber Singers is an **auditioned, a capella, primarily off-book** ensemble composed of members of the Outer Cape Chorale. In addition to their responsibilities as Outer Cape Chorale singers, they rehearse weekly on Thursdays, prior to the regular OCC rehearsals, and monthly on the second Tuesday.

Chamber Singers **concert schedule** is September through June with a break after the December concerts plus July and August. There are no additional dues for the Chamber Singers. Auditions are typically announced when a position becomes available. However, we encourage you to talk with the **Artistic Director** if you have an interest in becoming a member. Chamber Singers are expected to participate in all OCC concerts. We recognize that, in rare instances, a singer may have a legitimate reason to request an exemption from participating in a specific OCC concert. The Music Director will consider such requests, with input from the OCC Board of Directors.

Board of Trustees

The Outer Cape Chorale is a 501(c)(3) non-profit organization registered with the Commonwealth of Massachusetts. The organization is run by a Board of Trustees that serves according to by-laws. The Board meets at least once a month. Budget, fundraising, administrative, and staffing decisions are made by vote of the Board. Members interested in learning more about the Board should contact the current president.

Your Board Members

Jeff Tagen, President

Sue Peters, Treasurer

Martha Magane, Clerk

Janice Gray

Barbara Honda

Nancy Sweeney

Marca Daley

Russ Braun

Opportunities

A **committee structure** is in place and **members are encouraged to volunteer**. There are a lot of activities involved in putting on concerts, and each committee addresses a different aspect of planning and executing a successful concert season. **If you are interested in helping out, either with a single task or larger commitment, please speak with any member of the Board.**

Committees

Membership Committee is all about singer activities, including greeting, singer comfort and communications about important information and after concert pot-luck.

Community Relations/Marketing Committee works to get the word out about OCC, focusing on publicity, social media, the OCC website, singer and audience recruitment at local events and other opportunities..

Development Committee works with an eye to increasing financial community support, seeking sponsors, donations, and grants.

Production Committee works with the Artistic Director to plan and execute rehearsal configuration, set-up/break-down of the concert venues, and sound systems.

Finance Committee oversees an annual budget approved by the Board, reviews cash flow and pays bills, identifies financial concerns and proposes solutions to the Board, and ensures that OCC complies with all relevant laws regarding the financial aspects of its operations.

OCC Finances

Income

Dues: Member dues are set by the Board and are collected at the beginning of **each** semester to help offset Chorale expenses.

Sponsorships and Program Advertising are a significant source of Chorale funding. Member assistance in identifying potential advertisers is always appreciated.

Audience attendance at concerts is free, but **good will donations** are solicited and represent a major funding source for OCC. Maintaining and

increasing concert attendance is vital. Singers are expected to strengthen public awareness of the Chorale by helping with distribution of posters and inviting friends and family.

The **Board** does an annual solicitation for OCC in late October. Donations are recognized in the concert program. As a non-profit, all donations to OCC are tax deductible to the extent allowed by law.

Expenses

The Board creates an annual budget and tracks revenue and monthly expenses. Expenses are incurred for music, venues, insurance, postage, concerts, including set-up and staging, printing, publicity, accompanist, instrumentalists, and the Artistic Director's compensation. Financial reports are available upon request to the Treasurer and are filed annually with the Commonwealth of Massachusetts.