

ELIOT INSTITUTE
MUSIC COORDINATOR
(Revised June 2010)

SELECTION: The Music Coordinator is selected and appointed by the Dean, subject to budgetary restraints.

QUALIFICATIONS: The Music Coordinator should be an experience camper who has a “feel” for the Eliot community. A musical background, with some performing or conducting experience, is essential. The position is best held by someone who can perform, as well as encourage and facilitate musical participation by a wide variety of campers.

GENERAL RESPONSIBILITIES: The primary responsibility of the Music Coordinator is to enrich the total camp experience by encouraging and facilitating the presence of music throughout the conference. He/She should ensure that a wide variety of musical experiences is available to all, through the participation of various individuals and groups.

SPECIFIC RESPONSIBILITIES:

- ☺ Consults with the Dean and the Speaker prior to the conference, regarding music relevant to the conference theme.
- ☺ Selects and prepares, in consultation with the Speaker and/or Worship Coordinator, vocal and instrumental music to be used in conjunction with the Morning Ingathering. Organizes the presentation of music during the morning program as requested, recruiting soloists, accompanists, and a leader for group singing - or leading him/herself.
- ☺ Selects appropriate music for evening fireside and general group singing.
- ☺ Prepares song-sheets and/or posters/flip charts for group singing.
- ☺ Works with the Volunteer and Operations Coordinator (Seabeck conference) or Volunteer Coordinator (Naramata). to seek out campers with individual and group musical talents; assists them in finding one another for camp musical activities.
- ☺ Organizes and participates in a fire circle program (Naramata)/fireside (Seabeck summers) each evening, ensuring a variety of individual and group contributions by young and old.
- ☺ Organizes an evening concert, encouraging and enabling the participation of budding and reluctant musicians, as well as the accomplished and willing.

ELIOT INSTITUTE
MUSIC COORDINATOR - TIME LINE

BEFORE CAMP

- ☞ Consult with the Dean and the Speaker prior to the conference, regarding music relevant to the conference theme.
- ☞ Traditionally, each camp has a choir, which is integral to camp programs. Choir Director and Music Accompanist are now separate jobs and are appointed by the Dean.
- ☞ Consult with Dean regarding other music staff. Are you expected to find volunteers for fireside/fire circle, etc.? If yes, you may wish to contact the Volunteer Coordinator (Naramata) or Volunteer and Operations Coordinator (Seabeck) to see if people have volunteered for these positions.
- ☞ Check with Registrar to find what music is stored at camp. Eliot has song books for both Seabeck and Naramata.
- ☞ Select and prepare, in consultation with the Speaker and/or Worship Coordinator, vocal and instrumental music to be used in conjunction with the Morning Ingathering.
- ☞ Select appropriate music for evening fireside and general group singing.
- ☞ Determine how music will be presented: photocopied, in books, on large charts, via overhead projector. Prepare song-sheets, posters, flip charts, and/or overhead transparencies for group singing and bring to camp.
- ☞ Consult with Dean to set a time for daily choir practices and get copy to Newsletter Editor so the information can be in the first newsletter.
- ☞

FIRST DAY OF CAMP

- ☞ Attend camp staff meeting
- ☞ Plan first morning ingathering presentation music. Meet with Speaker (if s/he is going to participate) and/or Worship Coordinator to determine vocal and instrumental music to be used in conjunction with the Morning Ingathering. Organize the presentation of music during the morning program as requested, recruiting soloists, accompanists, and a leader for group singing - or leading him/herself.

DURING CAMP

- ☞ Attend camp staff meetings
- ☞ Work with the Volunteer and Operations Coordinator (Seabeck conference) or Volunteer Coordinator (Naramata). to seek out campers with individual and group musical talents; assists them in finding one another for camp musical activities.
- ☞ Continue to select and prepare, in consultation with the Speaker and/or Worship Coordinator, vocal and instrumental music to be used in conjunction with the Morning Ingatherings, recruiting soloists, accompanists, and a leader for group singing - or leading yourself.
- ☞ Lead or find a volunteer to organize and lead a fire circle program (Naramata)/fireside (Seabeck summers) each evening, ensuring a variety of individual and group contributions by young and old.
- ☞ Prepare additional song-sheets and/or posters/flip charts for group singing, as needed.
- ☞ Confirm with the Choir Director to plan occasions for the camp choir to perform. Possibilities are: ingathering, worship services, talent show, concert, etc.
- ☞ Organize an evening concert, encouraging and enabling the participation of budding and reluctant musicians, as well as the accomplished and willing.

LAST DAY OF CAMP

- ☞ Inventory music to remain at camp and return to the Eliot. Report inventory to Volunteer

and Operations Coordinator (Seabeck) or Operations Manager (Naramata).

AFTER CAMP

- ☞ Within two weeks of the conference, send via e-mail a brief report to the Dean telling of any experiences you feel would be of value to a future Music Coordinator.