



Title: Music Maker Classroom Assistant
Choristers Rehearsal Assistant

General Information

Time Commitment: Position begins on January 1, 2019, and ends on June 30, 2019.

Rehearsal times are listed below (approximately 5-6 hours per week total, plus Chorister extra rehearsals and concerts (see TYC Master Calendar below).

This position begins on January 1, 2019 and concludes on June 30, 2019. It is part-time with no benefits. Rate of pay: \$13.30/hr.

Employment with Tacoma Youth Chorus is dependent upon the successful completion of a Washington State Patrol background check.

This position will remain open until filled.

Skills and Qualifications

1. Partner in creating and sustaining a positive atmosphere aligned with Tacoma Youth Chorus' Mission Statement, Core Values and Guiding Principles (below).
2. Passion for working with young children
 - a. Experience working with ages 5-9
3. Support the vision of the director
4. Proactive involvement to support the director and student experience
5. Meet professional expectations to include:
 - a. Clean, neat and appropriate clothing and grooming for rehearsals and performance situation
 - b. Respectful interactions with students, parents and staff
 - c. Monitoring of communication from staff and parents, with timely response
6. Music experience preferred

Duties and Responsibilities

Classroom Assistant – Music Makers*

1. Room set-up/clean-up per director
2. Attendance
 - a. Call families of unexcused students, as needed
 - b. Submit accurate attendance record to TYC office, as instructed
3. File maintenance
 - a. Organize Music Maker materials such that the director can access when needed
 - b. Monitor supplies and communicate in a timeline manner with office when supplies need to be replenished
4. Support active classroom experience
5. Singer pick-up supervision at dismissal

Classroom Assistant – Music Makers* - CONTINUED

6. Represent Tacoma Youth Chorus in interactions with parents
 - a. Communicate information/questions to director/office in a timely manner
 - b. Track midyear admissions
 - i. Working with the office, assist in uniform issues, as directed
7. Occasional pick up/drop off materials from/to office

*Meeting time: Tuesdays, 3:30-5:30 pm approximately (see TYC Master Calendar below)
No performances (several family sharing programs, which occur within the rehearsal)

Rehearsal Assistant – Choristers**

1. Room set-up/clean-up per director
2. Attendance
 - a. Call families of unexcused students, as needed
 - b. Submit accurate attendance record to TYC office, as instructed
3. File maintenance
 - a. Organize Choristers music and materials such that the director can access when needed
 - b. Manage supplies: Communicate in a timeline manner with office when supplies need to be replenished
 - c. Manage Guest Binders: Contents, loaning and collecting
 - d. Manage music: Collection, preparation, when needed.
4. Support active classroom experience (emerging independence)
5. Singer pick-up supervision at dismissal
6. Performance support of all concerts/events per TYC Master Calendar below
 - a. March -Concert
 - b. April – National Anthem at Cheney Stadium
 - c. May – Spring Concert
 - d. June – Celebration in Song Concert
7. Represent Tacoma Youth Chorus in interactions with parents
 - a. Communicate information/questions to director/office in a timely manner
 - b. Track midyear admissions
 - i. Working with the office, assist in uniform issues, as directed
8. Occasional pick up/drop off materials from/to office

**Rehearsal time: Wednesdays, 3:30-5:30 pm approximately (see TYC Master Calendar below)

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Master Calendar January-June 2019

Calendar of Events

Information below is meant for general planning purposes and subject to change, including location.
Please check Concert Detail Sheets (emailed to parents; copies given to singers at rehearsals) and posted on TYC
Access for call times and detailed concert/event information.

Weekly Rehearsal Schedule			
Music Makers (grades K-1)	Tuesdays	4:15-5:15 pm	Charles Wright Lower School Music Room
Choristers (grades 2-3)	Wednesdays	4:15-5:15 pm	Charles Wright Lower School Music Room
Concert Choir (grades 4-5)	Wednesdays	4:15-5:30 pm	Charles Wright Middle School Commons
Chamber Choir (grades 6-8)	Tuesdays	4:10-5:30 pm	Charles Wright Middle School Commons
Chorale (grades 9-12)	Tuesdays	5:40-8:00 pm	Charles Wright Middle School Commons

JANUARY

*All choirs meet on their regularly scheduled weekly rehearsal day at Charles Wright Academy.
Dates on the calendar below are exceptions or additions to the regular weekly rehearsals.*

WHO	DATE	TIME	PLACE	EVENT
Music Makers	Tuesday, January 8	4:15-5:15 pm	CWA LS Music Room	Weekly classes resume
Choristers	Wednesday, January 9	4:15-5:15 pm	CWA LS Music Room	Weekly rehearsals resume
Music Makers, Choristers Families & Singers	Sunday, January 27	2:00-4:00 pm	CWA MS Commons (TBC by JH)	<i>Family Day of Song: A fun afternoon of music shared by singers and families!</i>

FEBRUARY

*All choirs meet on their regularly scheduled weekly rehearsal day at Charles Wright Academy.
Dates on the calendar below are exceptions or additions to the regular weekly rehearsals.*

WHO	DATE	TIME	PLACE	EVENT
Concert Choir	Wednesday, February 6	4:15-5:30 pm	CWA Chapel	Rehearsal location change
Music Makers	Tuesday, February 19			President's Day HOLIDAY – no rehearsals and office closed.
Choristers	Wednesday, February 20	4:15-5:15 pm	CWA LS Music Room	Rehearsal as scheduled

MARCH

*All choirs meet on their regularly scheduled weekly rehearsal day at Charles Wright Academy.
Dates on the calendar below are exceptions or additions to the regular weekly rehearsals.*

WHO	DATE	TIME	PLACE	EVENT
Choristers and Concert Choir	Sunday, March 3	3:00 pm	First Presbyterian Church Puyallup CONFIRMED	March Melodies Concert
Music Makers	Tuesday, March 5	4:15-5:15 pm Sharing 4:55 pm	CWA LS Music Room	Music Maker Sharing

APRIL

*All choirs meet on their regularly scheduled weekly rehearsal day at Charles Wright Academy.
Dates on the calendar below are exceptions or additions to the regular weekly rehearsals.*

WHO	DATE	TIME	PLACE	EVENT
ALL CHOIRS	April 1 – April 5 SPRING BREAK No rehearsals			
Music Maker Explorers for Prospective Music Makers	Saturday, April 20	9:00-10:15 am	CWA LS Music Room	Free class for children entering kindergarten or first grade in Fall 2019
Choristers, Concert Choir, Chamber Choir	Friday, April 26	7:05 pm	Cheney Stadium	National Anthem - Rainiers Baseball!

MAY

*All choirs meet on their regularly scheduled weekly rehearsal day at Charles Wright Academy.
Dates on the calendar below are exceptions or additions to the regular weekly rehearsals.*

WHO	DATE	TIME	PLACE	EVENT
Choristers, Concert Choir, Chamber Choir, Chorale	Saturday, May 11	TBD	Mason Church - Tacoma	Rehearsals and Concert with Dr. Rollo Dilworth

JUNE

*All choirs meet on their regularly scheduled weekly rehearsal day at Charles Wright Academy.
Dates on the calendar below are exceptions or additions to the regular weekly rehearsals.*

WHO	DATE	TIME	PLACE	EVENT
Music Makers	Tuesday, June 11	4:15-5:15 pm Sharing: 4:55 pm	CWA LS Music Room	Music Maker Sharing Final class of the season
Choristers	Wed., June 12	4:15-5:15 pm	CWA LS Music Room	Final rehearsal of the season
All choirs	June 17	7:00 pm	First Presbyterian Church Tacoma	<i>Celebration in Song</i>



TACOMA YOUTH CHORUS BOARD OF DIRECTORS

FOUNDATIONAL DOCUMENT

OUR MISSION

Adopted November 15, 2017

Transforming the lives of youth through choral artistry and the ensemble experience

OUR CORE VALUES AND GUIDING PRINCIPLES

Adopted May 23, 2017

Respect: We value the gifts and experiences of all singers and are guided by the principle that every individual has significance and worth. We treat each person and imbue each interaction with respect, value, and dignity.

Diversity and Accessibility: We understand the richness that a diverse community brings to creative expression. We are committed to building a diverse, inclusive, and welcoming community for all children and work to ensure that all youth, regardless of gender, orientation, income, faith, or cultural background, are able to participate in our chorus.

Mastery and Excellence: We are dedicated to developing outstanding musicianship by providing quality teaching, inspirational learning opportunities, and excellence in performance. We inspire the personal and artistic growth and development of all our youth.

Transformation: We create an environment that promotes a transformative experience which takes our youth and audience beyond the everyday or the usual to an experience that is highly positive, impactful, and memorable. We encourage musical connections that instill confidence and optimism -- in our youth, our community, and our future.

Service: We believe in serving others through music; we contribute to the broader good and strengthen the community we serve through our music.

Partnership: We promote strong and healthy relationships among our singers through the ensemble experience, and we build collaborative partnerships with families, schools, and our larger community.