



HANDBOOK

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info@angeleschorale.org
www.angeleschorale.org

MISSION STATEMENT

To engage, enrich and inspire our audiences, singers, and our diverse community by performing great choral music with a passionate commitment to excellence, and to increase access to and appreciation of choral music in greater Los Angeles.

DIVERSITY EQUITY & INCLUSION STATEMENT

The Angeles Chorale is an organization that strives to be an inclusive representation of greater Los Angeles and the communities and singers we serve. We believe in the power of choral music to enrich lives, and as such are committed to providing a welcoming environment for all individuals regardless of race, color, religion, age, sexual orientation, gender identity, gender expression, national origin, disability, genetic information, marital or parental status, amnesty, ethnicity, veteran status, socioeconomic or educational status.

To view our full public DEI Statement please visit:
<https://www.angeleschorale.org/dei-statement.html>

ADMINISTRATION

The Angeles Chorale is a 501(c)(3) non-profit organization managed by a Board of Directors and a professional administrator. The Board is composed of singers and non-singers. The Executive Director oversees and manages the daily business of the organization. The Operations Manager assists the Executive Director with day-to-day Chorale operations.

BOARD OF DIRECTORS

Current list of board members and Angeles Chorale employees/contractors are available on the website at angeleschorale.org/chorale-leadership

The full board can be reached at

bod@angeleschorale.org

EXECUTIVE TEAM

Chair – chair@angeleschorale.org

Vice Chair – vicechair@angeleschorale.org

Secretary – secretary@angeleschorale.org

Treasurer – treasurer@angeleschorale.org

Rising Treasurer – risingtreasurer@angeleschorale.org

Vice President of Chorale Affairs – vpchoraleaffairs@angeleschorale.org

EX-OFFICIO MEMBERS OF THE BOARD

Artistic Director – artisticdirector@angeleschorale.org

Associate Conductor – associateconductor@angeleschorale.org

Operations Director – operationsmanager@angeleschorale.org

CHORALE VOLUNTEER POSITIONS

In addition, operations are supported by a significant group of volunteers who manage the following functions:

Section Leaders

Each vocal section includes a designated Section Leader. The Section Leader is the singer's primary contact and should be contacted to obtain rehearsal updates and musical markings. If, for any reason, a Section Leader is to be absent, a substitute is appointed. Please refer to the Member page on the Chorale website for your current Section Leaders and their direct contact information. <https://sites.google.com/angeleschorale.org/acmembersite/about-the-ac>

Performance Coordinator

In collaboration with Chorale leadership, Stage Manager and venue contact, the Performance Coordinator is responsible for the logistics leading up to, and on the day of, performances; potentially including, but not limited to, seating chart, entrances and exits, call times, stage etiquette, and venue signage, if necessary.

Wardrobe Coordinator

The Wardrobe Coordinator is responsible for updating the membership on the wardrobe requirements for each performance. The Wardrobe Coordinator will make themselves available to membership should there be any questions.

Music Librarian

The Music Librarian is responsible for the maintenance of the Angeles Chorale's music repertoire. The Music Librarian's tasks include, but are not limited to, logging in new music, checking in, checking out and labeling music to choristers, organizing music to be stored and retrieving music from delinquent choristers.

Historian

The Historian keeps a copy of every concert program. If a newspaper has an article about a Chorale concert or special event, this is saved. If there are special Chorale events, publicity about it is saved. The Historian inventories copies of any pictures taken of the Chorale.

Recordings and Audio Coordinator

The Recording and Audio Coordinator records each rehearsal. They edit the recording and upload it to the member site for reference.

Webmaster

The Webmaster maintains the main Chorale website www.angeleschorale.org, as well as the membership website.

Social Media Manager

The Social Media Manager maintains all Chorale account pages on major social media outlets.

Tribute Coordinator

Coordinates tribute fund raising activities. The tribute fund is a means for Chorale supporters to contribute to the Chorale in honor of a special person. Writes personal letters to thank donors for their support. Writes personal letters to inform people that they are being honored via the tribute fund.

Vice President of Chorale Affairs

The Vice President of Chorale Affairs is a member of the Board who has been elected by the membership of the Chorale to represent singer interests at Board meetings. The term of office is two years. The Vice President of Chorale Affairs may be contacted at vpchoraleaffairs@angeleschorale.org.

Board Meetings

Meetings are generally held on a monthly basis via Zoom. Any member of the Chorale may attend open or special Board meetings. Closed Board meetings are not accessible to

non-board members. Members who wish to participate in open and special Board meetings should submit a request in writing to the Vice President of Chorale Affairs about their desire to attend.

Rehearsals

Rehearsals are held every Tuesday from 7:30pm to 10pm PT. There is a 10-minute refreshment break. Make every effort to arrive 10 minutes before the beginning of the rehearsal. Please refer to the Member page on the Chorale's website to confirm rehearsal location/schedule.

Rehearsal Attendance

Rehearsal attendance is extremely important. While 100% in person attendance is strongly encouraged, we recognize the need for flexibility. Each month, singers are required to attend at least two in-person rehearsals and at least one zoom (or additional in-person rehearsal to receive full attendance credit for a month).

In person attendance is mandatory for the rehearsals in the two weeks leading up to performance. The Angeles Chorale has a 3-absence policy per concert. Missing more than 3 rehearsals, beyond what has been described as full attendance, will result in the inability to participate in the current concert.

Bi-Annual Auditions

To maintain our standards of excellence, existing members will re-auditions every other year on a rotating section-by-section cycle.

Markings

All singers should be prepared with pencils at each rehearsal, to make appropriate markings as the Conductor instructs. Because instructions can change, and because some music is borrowed, it is important that we use pencils, instead of pens.

All rehearsals are recorded and made available to the membership via the Members section of the Chorale's webpage. Singers should make sure that all markings given by the Conductor are noted on their music.

If needed following an absence, it is each singer's responsibility to arrive 15 minutes early to rehearsal to confirm the previous week's markings. Section Leaders will typically also be available early at each rehearsal for this purpose.

Etiquette

- **Materials.** Each singer is expected to have his/her own music at all times and to bring their own pencils, highlighters etc. It should be noted that singers may only highlight and annotate music that they personally own. If music has been borrowed, do not make personal markings.
- **Pagers and Cell Phones.** All electronic devices should always be set to "silent" or "vibrate" during rehearsal. It is considered appropriate behavior to leave the rehearsal room to take or make an emergency or personal call.

- **Conversations.** Talking among singers during rehearsal is distracting (even regarding interpretation issues). Please refrain from talking with other singers during rehearsal. Refer musical questions to your Section Leader, or wait until the Conductor offers time for questions.
- **Respect for Conductors.** Please be respectful at all times towards the Conductor running rehearsal. This includes, but is not limited to, sitting with appropriate “ready to sing” posture, refraining from speaking to other singers, holding your comments/questions until an appropriate time (determined by Conductor). Should there be disagreement or confusion on musical questions, please address this outside of the working time for rehearsal - you can reach out to your Section Leader or the Conductor for additional clarity as needed.

Concert Attendance

Attendance is required for each performance. Failing to show up for performances indicates a lack of time or commitment by the artist. For this reason, any singer that is unable to participate for the full season may be required to re-audition for the Chorale in order to maintain membership. Singers will have to account for significant absences from rehearsals or concerts to continue membership.

Performance Protocol

The call time for a performance will be announced with ample lead time. You will be instructed on where to gather, how to line up, etc. A waiting area will be designated offstage. Singers will be asked to stay in the waiting during the entire performance. Friends and family will not be permitted in the waiting area.

The Angeles Chorale observes the protocol of not applauding or stomping our feet for other performers in the concert or for the Conductor. This may change at the discretion of the Artistic Director or Conductor.

Be aware of your stage presence and behavior any time you are on stage or visible to audience members, whether for a dress rehearsal or concert. Refrain from talking altogether, and do not waive to audience members or other performers at any time. Water bottles are typically not allowed on stage during performance, unless otherwise indicated by the Conductor.

Please be responsible for yourself, refrain from directing other singers in rehearsal or performance, in order to avoid confusion. Designated board and/or creative directors will be responsible for directing the group as a whole.

Dress Rehearsals

Despite the title, “dress” rehearsals are usually not held in performance attire. The dress rehearsal will usually be held on the concert day as noted in the season rehearsal schedule. Attendance at dress rehearsals is mandatory. Failure to attend a dress rehearsal will result in forfeiting your eligibility to perform in that concert.

Black Music Folders

All Chorale members are responsible for purchasing a black concert folder. These are to be held in your up-stage hand upon entrance and exits from a performance.

No Scents

To be considerate of fellow Chorale members in close proximity, do not wear perfume, cologne, aftershave, gel or hair spray for concerts or rehearsals. Deodorant is permitted and encouraged.

Personal Electronics

No electronic devices, alarm watches, beepers, pagers or cell phones on stage at any time.

Concert Attire

It is important that the Chorale has a uniform appearance. No one singer should stand out vocally or visually. The Angeles Chorale's aesthetic is that of an ensemble concert black (cleaned and pressed), which will be the default dress code - in general this will apply for all concerts. This is subject to change, depending on communication by the Wardrobe Coordinator.

Outside Performances

Occasionally, Angeles Chorale is invited to participate in performances organized by outside parties. Please note that even if these performances are not explicitly advertised as Angeles Chorale events, you are representing the Chorale community and should act accordingly - Code of Conduct below still applies. You will be expected to abide by the organizing party's rules and instructions, and the Chorale has no influence over these.

These performances can vary widely. Angeles Chorale members are not necessarily guaranteed to be able to participate - this is at the discretion of the organizing party, and can be affected by many factors. Chorale members should not expect to be compensated for these performances. Chorale members may be responsible for expenses related to these performances, such as parking, performance attire, music library fees, etc.

CODE OF CONDUCT AND GENERAL PHILOSOPHY

The Angeles Chorale is committed to providing the best possible collaboration environment for the maximum development and achievement of its mission. The Chorale's practice has always been to treat each employee, contractor, member and collaborator as an individual and with respect. We seek to develop a spirit of teamwork -- individuals working together to attain a common goal.

The Angeles Chorale suggests you openly discuss ideas and concerns with Chorale leadership. Suggestions for improving the Chorale are always welcome. We firmly believe that we can continue to resolve any difficulties through direct communication and mutual respect. Any behavior that goes against this philosophy will not be tolerated. This includes but is not limited to language or behavior that is bullying, harassment (sexual or otherwise), inappropriate or aggressive communication with other singers, board members, members of our community

(including outside parties with which we are partnered). This applies to all electronic, in-person and written communications. If you believe that you or another member of the Chorale community has been treated, or communicated with, inappropriately and/or against this philosophy, please share this with Chorale leadership. Should your behavior be reported, this will be communicated to the board and put on record, and your membership will be reviewed by the board. The board reserves the right to review and provide consequences, up to and including terminating someone's membership as they see fit.

We are dedicated to fostering an inclusive environment where everyone feels welcome, seen and heard. We stand for equal treatment, equal opportunities and equal rights for Black, Indigenous, and all People of Color (BIPOC), Hispanics and Latinx, people with disabilities, members of the LGBTQIA+ community, veterans, women and other underrepresented groups, as well as people of all income.

The Angeles Chorale will not discriminate, or tolerate discrimination, against any members of the organization's community, including but not limited to members, employees, applicants for employment or independent contractors, on the basis of sex, gender, gender identity and expression (including non-binary and transgender statuses), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth or breastfeeding), sexual orientation, sex stereotyping (including assumptions about a person's appearance or behavior, or gender roles), age, race, color, creed, national origin/ancestry, citizenship, religion, genetic predisposition or information, physical or mental disability, marital status, veteran status or any other characteristic protected by law.

The responsibility for providing an atmosphere free of discrimination and rests with every employee/contractor, board member, volunteer and member of the Chorale. You should be aware of this commitment and accordingly, act in support of the policy and its objectives, demonstrating respect for and valuing our individual differences.

We will not allow any form of retaliation against employees, contractors, volunteers or members of the Chorale who raise issues of perceived discrimination or behavior issues in good faith. To ensure our environment is free of artificial barriers, willful violation of this policy may result in disciplinary action up to and including removal from Chorale activities.

COMMUNICATIONS

Internal Chorale Leadership Communication

Website Member Page

The membership page of the website contains a number of useful tools for singers including, but not limited to, schedule, operation and logistics updates, membership directory and rehearsals recordings. Members should regularly check the Member Page for updates and pertinent information. All information shared on the membership page is for Angeles Chorale membership only. Any reproduction or distribution, in part or in entirety, outside of Chorale business, is prohibited.

Emails

Members will also receive email communications from Chorale Leadership and Operations. These may include rehearsal reminders, rehearsal summaries, updates from the Artistic Director, logistic details for performances, and other various important things to know. Please read these emails in full, to ensure your preparedness throughout the season.

External Chorale Presence

Website

The angeleschorale.org website is the Chorale's marketing presence on the web. You may refer friends and family to the website to purchase tickets, make donations, audition and seek information about our upcoming season and events. The website includes clips of recordings and videos of the Chorale as well as a link to our social media pages.

Social Media

The Angeles Chorale has an active social media presence on major social media platforms. Chorale members and friends can follow us and learn about our latest activities at:

facebook.com/angeleschorale

instagram.com/angeleschorale

youtube.com/user/angeleschorale

linkedin.com/company/angeles-chorale

Members are encouraged to re-share marketing materials and updates to our social media pages, to further our reach to local communities and beyond.

Please be aware that your commitment to respectful behavior, as already outlined above, also applies to all communications online and on social media. Failure to act accordingly may result in the offending party being asked to step away from Chorale involvement.

FINANCES

The Angeles Chorale is a self-supporting non-profit organization. The Chorale relies on a variety of governmental grants, public and private donations, membership dues, ticket sales and fundraising activities to finance its activities. The remainder is raised from contracted appearances. Your involvement and assistance is needed with all of these funding sources:

Dues

Members are expected to pay \$25/month membership dues. The dues are owed in their entirety regardless of the number of concerts performed.

The Board acknowledges that there is a substantial financial commitment that each singer must make in order to participate fully in the Chorale. Scholarships, flexible payment plans and financial assistance may be made available to singers based on financial need, efforts to expand the participation of underrepresented groups and singing abilities. To learn more, please refer to the DEI section below.

Ticket Sales

Each singer is expected to take responsibility for selling or purchasing a minimum of four tickets for each season concert, unless otherwise noted. If a singer sells a season ticket, the singer is credited for one sale per concert for each concert included in the season's ticket package. This is an important part of each singer's commitment to the Chorale, and those who do not fulfill this requirement will receive an invoice for the remaining unsold tickets after each concert.

Library Fee

While the Chorale endeavors to loan members with music from our library or other sources, members may be required to pay for certain pieces for each concert. Such music becomes the property of the individual member.

Individual Contributions

While this is not a requirement of your membership, the Angeles Chorale relies heavily on individual contributions and it strives to continue to build its donor base. The Board welcomes your referrals to any potential donors.

Corporate Matching Contributions

Many employers have matching funds for employee charitable donations to 501(c)(3) organizations like the Angeles Chorale. Please consult your employer to see if your contribution will be matched by your employer. A list of employers who match charitable donations is available in the "Support Us" section of the Angeles Chorale website, www.angeleschorale.org. Some employers will also donate funds for time that their employees spend volunteering for 501(c)(3) organizations, such as time spent at rehearsals. Contact your HR department to find out if your employer has a volunteer hour match program.

Fundraising Events

Your active participation in all fundraisers makes them successful. Even if you cannot participate financially, there are many other ways to volunteer your time and talent. Please make every effort to do so; these will be communicated to members on an ongoing basis. If you have suggestions for fundraising or would like to participate in a fundraising committee, please contact Operations Manager.

Program Ads

The Angeles Chorale sells advertising space in its concert programs. If you are a business owner, or know someone interested in advertising with the Angeles Chorale, advertisement space is available for purchase. Please contact the Operations Manager for details.

Grants and Corporate Gifts

Each year, the Board applies to a number of private foundations and government agencies for funding. In addition, the Board also approaches corporations for sponsorships and strategic marketing alliances. If you know of potential opportunities for grants and corporate gifts, you may direct them to Chorale Leadership.

Sponsorship

The Chorale relies heavily on individual donations to meet its budget every year. You may become a sponsor yourself or you may direct friends, family or contacts to do the same. There are a variety of recognitions and benefits for sponsorships (see the table below).

Committees

The Angeles Chorale uses a team concept to support the work of the Chorale. The following teams are available for you to help us run the Chorale.

Diversity, Equity and Inclusion (DEI) Committee

The DEI committee may be made up of chorale singers, board members and staff interested in ensuring the organization has fair and equitable practices. The main objective of the committee is to serve the Mission Statement and the DEI statement of the organization. The goals and responsibilities are self identified and led by the current committee but may include:

- Creating and implementing scholarship programs and financial aid to singers in need
- Ensuring an application process that removes unnecessary barriers to entry
- Outreach to underrepresented groups
- Support to current singers from underrepresented groups
- Internal DEI Audits of statements and Policies
- Audience Outreach: offering chances to see classical music to folks who may otherwise not get the chance
- Performing Diverse Music and Supporting underrepresented composers
- Master Classes/Audition Prep Workshops for underserved communities
- Community partnerships including food/toy/supply drives at concerts.

Fundraising Committee

Marketing Committee