

## The Market Street Singers – Member Guidelines



The Market Street Singers is a non-audition choral ensemble that aims to be the best it can be. Celebrating the joy of choral music among singers and listeners, we aspire to cultivate neighborhood pride with choral arts that are truly community identified.

We are a 501(c)(3) community organization that builds connections among diverse communities. We perform regularly at self-produced concerts and other guest appearances for various organizations. Our musical style is eclectic, ranging from classical to contemporary and everything in between.

In pursuit of the goals of making great music and having a great time doing so, we request that all members follow these guidelines:

### Rehearsals

- Rehearsals are every Tuesday evening from 7 to 9:15 p.m. throughout the year at the Ballard Northwest Senior Center, 5429 32nd Ave. N.W. We occasionally take a few weeks off. Members may go on leave for a season and return later. We have three seasons each year. Typically, spring season runs January to May, with a concert in May. Summer season runs June to September, with a concert in September. Winter season runs September to December, with a concert in December.
- Upon arrival, initial or enter your name on the sign-in sheet on the table near the door.
- Please wear your nametag at each rehearsal. We prefer that you not take your nametag home, but instead put it in the box provided at the end of rehearsal.
- Help us plan rehearsals and performances more efficiently by filling out the absence roster (white binder on the sign-in table) or by notifying the Absence Monitor by phone or email ([absences@marketstreetsingers.org](mailto:absences@marketstreetsingers.org)).
- Regular attendance at rehearsals and participation in concerts and appearances is expected of all members. A satisfying musical presentation depends upon the commitment of every member. That said, if the director feels that a member is unprepared for the performance, that person may be asked to sit out of the last rehearsal and the concert for the good of the group as a whole.
- In order to make the best use of rehearsal time, it is best to be seated and ready to warm up when rehearsals begin and to minimize talking during rehearsal.
- Please turn off cell phones and refrain from wearing perfume, scented lotion, etc.
- Bring a pencil to take notes and mark your music. To help you remember the important musical directions given at each rehearsal, marks made in pencil are encouraged and do not need to be erased.
- In addition to attending rehearsals, home practice is helpful. Part-predominant rehearsal recordings and other study aids posted to the password-protected member area of the choir website are valuable learning tools for individual practice. To access these

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recordings, go to <http://www.marketstreetsingers.org> and click on the “Members” tab on the right. The username and password to log in are included in the weekly emailed Cyber-Gazette.

- Additional sectional rehearsals can be arranged with the help of your section leaders. Don’t hesitate to ask for these to be organized.
- Parking for rehearsals: There is free parking after 6 p.m. in the lot in front of the Ballard Locks. From there, it’s a very short walk to the senior center. There is also street parking in the neighborhood. Parking at the senior center is very limited; please leave the parking spots by the door of the senior center for those with mobility issues.

### Responsibilities

- We do not have a required member dues structure, as most community performing arts groups do. Instead, we handle operational costs primarily through a voluntary suggested contribution of \$25 a month from each member. This covers expenses such as rehearsal space rental, artistic director and accompanist compensation, and other administrative costs.
  - Charitable contributions to The Market Street Singers, a 501(c)(3) nonprofit organization, may be tax deductible. See IRS Publication 526 for qualifications to claim charitable contributions (<https://www.irs.gov/forms-pubs>).
- If you are unable to make a financial contribution, please contribute your time. There are many ways to volunteer -- see the How We’re Organized and Opportunities sections below for ideas.
- We ask for a non-refundable \$10 music fee each season. This does not cover the entire cost of music each season, but does help defray our expenses to purchase or copy sheet music.
- Take care of your music by keeping it in a binder. Music for all rehearsals and performances should be in a black, hardbound, three-ring, one-inch-wide binder or black choral folder. A limited number of music binders are sometimes available from the director. Sheet music is expensive and is the property of the choir; each set of music has an identifying number so that we can keep track of it. At the end of each season or if discontinuing membership, sheet music must be returned to the Music Librarian to be archived for future performances.
- Physical requirements of singers for rehearsals and concerts include being able to stand for up to 30 to 40 minutes and being able to hold a binder of music for that time. If a stool to sit on or a music stand to hold music is needed, singer(s) must request this in advance of the final rehearsal before a concert so this can be arranged.
- Our concert attire takes two forms. Everyone should purchase a Market Street Singers T-shirt (generally \$12) to wear with black pants or skirt and black shoes. Some performances require a Market Street Singers vest, which will be provided. The vest is

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worn with your own collared long-sleeved white shirt, black pants or skirt, and black shoes. For December concerts, wear festive holiday attire.

- Keep informed. Our website, <http://www.marketstreetsingers.org> and the weekly emailed MSS Cyber-Gazette both contain a wealth of information about repertoire, concert logistics, choir activities, etc. If for any reason you are not receiving the weekly email, notify us at once.

### How We're Organized

- The Board of Directors meets every other month to manage the affairs of the choir and works closely with the Artistic Director to ensure the smooth operation of the organization.
- The Artistic Director sets the musical vision and direction of the choir, choosing the repertoire each season, leading rehearsals and performances, and guiding the choir to be the best it can be.
- The Accompanist accompanies during rehearsals and at concerts and may perform during concerts.
- Section Leaders assist within sections, keeping track and informing section members of any musical updates, arranging sectional rehearsals, getting to know section members, and introducing new members to veteran members.
- In addition, there are several committees that report to the Board of Directors. They include:
  - Finance Committee, which handles and tracks the finances of the choir.
  - Fundraising Committee, which spearheads fundraisers vital to the financial well being of the choir. Fundraisers include coupon book sales, car wash ticket sales, and grocery receipt collections. New fundraising ideas and opportunities are always welcome. This committee exists separately from choir events that also raise money (concerts, rummage sale, silent auction) but committee members may collaborate with planners of those events to maximize sales.
  - Membership Committee, which works to recruit, welcome, retain and best utilize the talents of choir members. Committee work includes recruiting and onboarding new members, overseeing attendance and absences, intaking volunteers, and surveying choir members.
  - Production Committee, which handles logistics for the choir's concerts.
  - Publicity Committee, which sends out press releases, places notices of concerts and events in publications and online, and designs and distributes flyers and posters for concerts and events.

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## Opportunities

As a member of The Market Street Singers, you will, first and foremost, be a singer within a welcoming and supportive community of musicians. However, there are many other important and exciting activities that are vital to the operation of the choir. We encourage everyone's active and creative participation. We also welcome your unique talents and skills.

The committees and groups listed above have specific roles within them for which you may volunteer. In addition, the following positions need to be filled at all times. If you are interested in finding out more about their specific functions and current openings, please email [membership@marketstreetsingers.org](mailto:membership@marketstreetsingers.org).

Those positions include:

- Absence Monitor – Records planned absences and notifies Artistic Director to help plan rehearsals and performances more efficiently. (This role may be combined with Attendance Monitor.)
- Attendance Monitor – Maintains an attendance register to keep track of totals for planning purposes and grant applications. Notifies Section Leaders and Artistic Director about unusual absences. (This role may be combined with Absence Monitor.)
- Buddies – Buddies welcome new members and help them during their first several rehearsals by answering questions about the music and rehearsals, introducing them to other members and helping them make connections to people, resources and opportunities.
- Greeter – Greets members at the beginning of rehearsals, assists with name badges and attendance sign-in.
- Music Librarian – Assists the Artistic Director with the storage, organization and handling of sheet music. Prepares and passes out music at beginning of each season. Collects, organizes and files music at end of each season. Prepares guest music and new member music packets as needed.
- Music Organization Team – Assists the Music Librarian at the beginning and end of each season with stacking and filing music, participating in eraser parties, and other activities as needed.
- Room Monitor – Coordinates set-up and takedown of the rehearsal space.
- Roster Administrator – Records additions and changes to the member roster.
- Webmaster – Maintains the choir website, updating content as needed.

Other ways to help:

All members are encouraged to actively recruit potential singers.

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- If you join mid-season and don't feel confident about performing right away, there are other ways you can participate at performances such as greeting guests, distributing flyers or programs and helping with set-up and post-performance details.
- If you don't sing but would like to be a part of the group, you're welcome to offer other skills. The choir always needs volunteer help at performances, social events and fundraisers. Family and friends of singing members are also invited to help support us in this way.

If any of the committees, positions or opportunities interests you, please contact the Membership Committee at: [membership@marketstreetsingers.org](mailto:membership@marketstreetsingers.org).

For more information:

Website: <http://www.marketstreetsingers.org>

About the choir, its history, music director and accompanist:  
<http://www.marketstreetsingers.org/aboutus.html>

Member guidelines online: <http://www.marketstreetsingers.org/guidelines.html>

Questions and/or offers to volunteer: email [membership@marketstreetsingers.org](mailto:membership@marketstreetsingers.org)