

2013

Group Management



gold coast
youth orchestra

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GROUP MANAGEMENT

Each orchestra or ensemble¹ at GCYO is managed by the Conductor who is ably assisted by a Team of Volunteers. At GCYO, all official volunteers² are called '**Group Administrators' (GAs)**. Depending on the size of the orchestra, the team of GAs may range in number from one person to six or more.

Group Administrators manage the administrative and operational procedures for each orchestra at rehearsals, concerts, auditions and events.

Reporting Line

In smaller orchestras/ensembles (e.g.: Little Big Band and Big Band), Group Administrators report to the Conductor of the respective orchestra/ensemble. In all other groups, GAs report to the 'Lead GA', who then reports to the Conductor.

Key Functions

There are four key functions GAs perform for each orchestra at GCYO, namely:

1. overall management and administration
2. music management
3. stage management
4. catering management

For smaller groups (e.g.: Big Band and Little Big Band) these functions are often handled by one or two people. However, with the larger groups (e.g.: Youth Symphony with 77 musicians), it takes at least one person to effectively execute each function.

Overall Management and Administration - Lead Group Administrator (GA)

- ♪ Responsible for overall management and administration of the orchestra
- ♪ Work with the Conductor to develop the annual music plan for the orchestra
- ♪ Primary liaison with the Conductor for all activities³
- ♪ Supervise all GA duties
- ♪ Attend each rehearsal, major programs of the orchestra and represent GCYO at appropriate events and concerts
- ♪ Mark 'Musician Attendance Record' each rehearsal and performance
- ♪ Provide timely information⁴ to members of each orchestra relating to rehearsal requirement, concert details and or other events (see: <http://goldcoastyouthorchestra.com.au/calendar-3/>)

¹ in this document, the term 'orchestra' includes other ensembles.

² Official Volunteer: defined as a volunteer with a specified Job Description

³ Parents wanting to communicate with the conductor must go through the Lead GA. Parents are not allowed on the rehearsal room floor.

- ♪ Plan and execute fundraising activities
- ♪ Provide periodic awards for musicians⁵
- ♪ Together with the Conductor, determine the most suitable nominees for the Annual GCYO Bursary Award (see: <http://goldcoastyouthorchestra.com.au/awards/>)

Group Administrator (GA) Assistant

- ♪ Work with the Lead GA to support all administrative and operational functions of the orchestra as detailed above
- ♪ Other duties as reasonably required

Music Management - GA Music Librarian

- ♪ Responsible for all activities relating to the provision⁶, copying, sorting and filing of hard-copy music for each orchestra
- ♪ Work with the Lead GA to develop the music plan requirements for the orchestra
- ♪ Other duties as reasonably required

Stage Management - GA Stage Manager

- ♪ Ensure the stage plan⁷ is set up 15-minutes prior to each rehearsal and 30-minutes prior to each performance
- ♪ Pack-up chairs and music stands at the end of each rehearsal or performance⁸
- ♪ Attend each rehearsal, major programs of the orchestra and represent GCYO at appropriate events and concerts
- ♪ Other duties as reasonably required

Catering Management - GA Catering

- ♪ Set out tea/coffee and 'Miss Piggy' (for gold coin donation) for parents and guests⁹
- ♪ Offer refreshments to Conductor on arrival and at break
- ♪ Put out water for musicians on arrival and at break
- ♪ Operate the canteen during the break

⁴ This is most often achieved by preparing a [one-page document](#) detailing issues and then distributing to parents and or musicians at rehearsal. In 2011 we will also post general information on the GCYO website; however, GAs will need to refer parents to the relevant section in the website

⁵ Suitability to be determined by each orchestra. Templates available.

⁶ Music library is located in the GCYO office

⁷ Stage plan is provided by the conductor

⁸ In some instances, the stage set-up will remain for use by a subsequent group. For 2011, this applies to Youth Symphony. Therefore, Youth Symphony does not pack-up at the end of their rehearsal but rather sets up for GCYO2 use the following morning at 8:00am.

⁹ Not required for all groups; please use own discretion

- ♪ As appropriate, seek volunteers to bring in home-made items (cakes, cookies, etc) that GCYO could sell in the canteen (profits to GCYO; costs absorbed by GCYO)
- ♪ Restock items in the 'fridge and candy jars and chip basket after sale
- ♪ Clean up the kitchen and canteen area after use
- ♪ Count money in Canteen Cash Box, leaving \$100 float and placing 'takings' in envelope and in safe (above kettle in office)
- ♪ Empty the bins (in large plastic bags) into outside industrial bin in car park
- ♪ Attend each rehearsal, major programs of the orchestra and represent GCYO at appropriate events and concerts

Job Prerequisites

- ♪ A huge smile and a warm heart
- ♪ A passion for supporting the development of young people
- ♪ Ability to embrace, embody, and reflect GCYO values such as striving for personal best, commitment and creativity (refer: <http://goldcoastyouthorchestra.com.au/member-commitment/>)
- ♪ Ability to embrace, embody, and reflect GCYO Code of Conduct Guidelines such as respect, honesty and integrity (refer: <http://goldcoastyouthorchestra.com.au/gcyo-code-of-ethics-code-of-conduct/>)

Volunteers are recognized as integral to the overall aims of the organization and their substantial contribution is valued.