OVERVIEW

Parent Managers play a critical role in communication between parents and AYSP staff. They are the primary support to Conductors, allowing them to focus on their role as music educator at each AYSP function. Several Parent Managers share duties for an ensemble.

PARENT MANAGER DUTIES

Rehearsal Support
- Be present 20 minutes before and throughout each rehearsal
- Check in with Conductor(s) 15 minutes prior to rehearsal for rehearsal needs/instructions
- Perform other duties as needed to support Conductor, AYSP Staff, and students (see below)
- Coordinate schedule of duties with Co-Parent Manager(s) of your student's ensemble
- Crowd control during rehearsal breaks and concerts
- Student pickup – monitor door and make sure students are picked up safely and no children are waiting outside alone
- Rehearsal setup assistance, if needed

Communication
- Serve as a positive representative of AYSP and information resource for other parents
- Make important Program announcements at rehearsals as needed
- Distribute any paper flyers or forms to be given to students at rehearsal

Attendance
- Gather absence reports from roster and/or Conductor(s)
- Check absence requests online to see if absent students reported their anticipated absence
- Record absences in computer program
- Maintain ensemble attendance binder for Conductor(s)
- Alert Conductor(s) if you notice multiple absences, patterns, or issues

Performances/Events
- Arrive 30 minutes early to dress rehearsals and concerts to direct students and assist Conductor(s)
- Serve as a chaperone for all individual ensemble events (school tours, outreach concerts, social events)

Other (As Needed)
- Oversee distribution and collection of items at rehearsals, such as required forms, t-shirts, luminaria bags, raffle tickets, etc.
- Recruit and contact additional parent volunteers for help on select activities
- Make copies of music and provide other support needed for Conductor(s)