

## OVERVIEW

Parent Managers play a vital role in AYSP's rehearsals, concerts, and operations. They are the primary support to the 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. At least one parent manager must remain in the lobby, facing the door, at all times during rehearsals.
- Check in with the conductor(s) 15 minutes prior to rehearsal for rehearsal needs/instructions
- Perform other duties as needed to support the 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 all 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 the conductor(s)
- Check absence requests online to see if absent students reported their anticipated absence
- Record absences in computer program
- Maintain ensemble attendance tracking for the conductor(s)
- Alert the conductor(s) and AYSP staff if you notice multiple absences, patterns, or issues

### Performances/Events

- Arrive 15 minutes prior to dress rehearsals and concerts "call times" to direct students and assist the conductor(s). At least one parent manager must remain until all students have been safely picked up, or until an AYSP staff member takes over.
- 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 the conductor(s)