



LONG BEACH CAMERATA SINGERS

LONG BEACH CAMERATA SINGERS SINGER HANDBOOK (rev. 05.22.2021)

MISSION STATEMENT

Long Beach Camerata Singers is dedicated to excellence in choral music. We enrich the lives of our community and performers through a broad spectrum of repertoire, innovative programming, and arts education.

ABOUT LONG BEACH CAMERATA SINGERS

Long Beach Camerata Singers was founded in 1966 by the late Dr. Frank Allen as the *Vocal Arts Ensemble*. The choir became the producer and resident chorus for the Long Beach Bach Festival. Under the direction of Dr. David Wilson (1983-2005), the 50-voice choir of volunteers broadened its repertoire to include choral literature from all periods, obtained 501(c)3 status, and adopted its current name. Under the leadership of Dr. Jonathan Talberg (2005-2009), Dr. Robert Istad (2009-2017), and current Artistic Director Dr. James Bass, Camerata Singers has grown to a fully auditioned 90-voice ensemble, including 24 paid professional singers and 8 college scholars from CSULB. LBCS has engaged notable guest artists, diversified programming and expanded collaborations. Camerata Singers is now supported by a part-time staff of five. As testimony to its artistic excellence, Camerata Singers became the artistic partner of the Long Beach Symphony Orchestra in April, 2015.

ARTISTIC STAFF

| | | |
|----------------|---|----------------------|
| James Bass | Artistic Director & Conductor | |
| Tammi Alderman | Associate Conductor & Personnel Manager | lbcamerata@gmail.com |
| Stephen Karr | Collaborative Pianist | |

ADMINISTRATIVE STAFF

| | | |
|-----------------|---|-----------------------------------|
| David Bunker | LBCS Board Chair | mylifebunker@me.com |
| Jan Hower | LBCS Board President | janb.hower@gmail.com |
| Grace Martino | Executive Asst. & Development Coordinator | development@lbcameratasingers.org |
| Taylor Presnall | Administrator | admin@lbcameratasingers.org |
| Joelle Kim | Director of Education | education@lbcameratasingers.org |

CHORUS COUNCIL MEMBERS

| | | | |
|------------------------|-------------------|--|--------------|
| Council President | Myra Hilburg | frauspar@hotmail.com | 703-727-9313 |
| Soprano Section Leader | Liz Norton | liznorton@gmail.com | 323-490-9502 |
| Alto Section Leader | Barbara Tressel | barbara.j.tressel@aero.org | 310-343-0794 |
| Tenor Section Leader | John Predny | jomipy@yahoo.com | 424-465-4001 |
| Bass Section Leader | Albert Yoon | my_pal_al@msn.com | 310-386-1963 |
| Member at Large | Emily Sandersfeld | emily.h.sandersfeld@gmail.com | 310-944-4131 |
| Member at Large | Ruth Sievert | goodcourageruth@gmail.com | 562-708-7357 |

SINGER COMMUNICATION

- LBCS issues regular singer emails that communicate essential information regarding scheduling, seating, venue information, concert repertoire, etc. Singers are expected to carefully review each email.
- The rehearsal schedule for each concert cycle is established in the summer preceding the concert season. This schedule is detailed in the online Singer Availability Form and is posted on the LBCS website.
- **Be sure to sign up for text updates via Remind.com** Just text @lbcam to the number 81010 and follow the instructions. This will only be used for last minute communications
- We try to avoid changes to the schedule printed in the online calendar. However, if there is an unavoidable change to the schedule, you will be notified through communication in the next weekly email, and/or a text message. Please check your email and respond at your earliest convenience when requested.
- Rosters for each concert will be distributed via email at the beginning of the concert season and again 2-3 weeks prior to the first rehearsal for each concert.
- Please respond to all email communications in a timely manner. When requested in an email, a prompt reply is expected.

SINGER EXPECTATIONS

REHEARSALS

Following these guidelines will ensure efficient use of rehearsal time.

- Rehearsals generally take place Tuesday evenings from 7:15-10:00 p.m. (Alternate rehearsal call times are detailed in the LBCS online Calendar.)
- The Artistic Director reserves the option to rehearse past the scheduled ending time by up to 15 minutes.
- Prompt and regular attendance at all rehearsals and dress rehearsals of a given concert to which you have committed is *expected*.
- **In the event of an unavoidable absence,* please notify your section leader prior to rehearsal. Section leaders will notify the Personnel Manager of all absences/tardies for their sections.**
- Please wear your name tag every week. It will be available at the operations table when you arrive.
- Please turn off or silence all cell phones and other electronic devices during rehearsals.
- DO NOT wear perfumes, colognes, after-shaves, hair products, lotions or body sprays that are scented. Scents can cause severe breathing allergies in other singers.
- Arrive early and be seated, ready to sing at call time. Refer to emails from the personnel manager each week for reminders and possible changes.
- Please refrain from conversation during rehearsals.
- Mark your music as the conductor gives specific instructions. This should include pronunciation, breaths, dynamics, articulations, cut-offs, sit/stand cues, etc. If you are unsure of a marking, discreetly ask your section leader or a staff singer in your section for help. If you miss a rehearsal, be sure to get markings from your section leader.
- Break time is 15-20 minutes; please be mindful and be ready to resume singing promptly at break's end.
- Announcements are kept to a minimum to use rehearsal time efficiently. Please direct questions to a Chorus Council member or the appropriate staff member.
- **Should you have a question about the music during a rehearsal, please discreetly direct it to your Section Leader or a Staff Singer – NOT the artistic director on the podium. Questions and/or comments to the podium interrupt rehearsal flow and focus.**
- Although every effort is made to avoid changes to the calendar, they may sometimes be necessary. Please notify your Section Leader in advance if you are no longer able to attend a rehearsal due to a change to the calendar or if you will be arriving late (or leaving early) due to a change in a scheduled rehearsal time.
- Only 2 rehearsal absences are allowed per concert. After 2 absences, you will be removed from the roster for that concert.

CONCERTS

The following guidelines have been established to give you and audience members a positive concert experience!

- When entering or exiting the stage, carry your folder in your up-stage hand (away from the audience).
- As a general rule, the chorus enters the stage and sits as an ensemble upon a signal from a designated singer or the assistant conductor.*
- No conversation is permitted at any time while on stage.
- No reading material or electronic devices are to be carried onstage or used during a concert.
- Please refrain from excessive movement and drink water as quietly and discreetly as possible.
- Metal water bottles are not allowed on stage. Please use plastic to control accidental noise.
- Make page turns as quietly as possible.
- The chorus stands with the Concertmaster or when the Conductor steps onto the podium.*
- Folders are raised and lowered as an ensemble.*
- Solo passages should be paper-clipped, or dog-eared and not followed by the choir.
- The chorus bows as an ensemble on the Conductor's signal.

** Appropriate folder, sitting, and standing cues will be given prior to each concert.*

ROSTER SELECTION

- Singer rosters are assembled on a concert-by-concert basis, based on the following criteria:
 - Number of singers required for concert repertoire, as determined by the Artistic Director
 - Commitment to attend scheduled rehearsals
 - Audition results and/or evaluation of singer's past performance and attendance record.
- Availability Forms for the upcoming season will be distributed each year in early summer. Please complete and submit your Availability Form by the due date or you risk not being considered for the upcoming season's performance rosters.

MUSIC

- Music for most concerts will be provided by LBCS.*
- Music will be issued prior to the first rehearsal of each concert.*
 - Plan to arrive 15 minutes early for the first rehearsal in each concert cycle to check out your music.
- Please bring all music and a pencil to each rehearsal.
- Each member is expected to provide a black folder for concert use. Folders are available for purchase from the following sources:
 - <http://musicfolder.com>
 - <http://jwpepper.com>
 - Most classical sheet music retailers and college bookstores.
- Music is very expensive and is often rented or borrowed. Please treat it with respect:
 - DO NOT mark your music with anything other than pencil (non-color).
- Outstanding music must be returned immediately at the end of each concert cycle. A bin is provided backstage for you to return your music. If it is not returned, you will be asked to pay or it before music will be issued to you for a new season.
- A late fee of \$5.00 per month will be assessed for each month that returned music is overdue.

**Staff Singers will be provided all music to borrow for each concert cycle. Volunteer Singers will be asked to purchase their own copy of Handel's Messiah (Barenreiter ed.) and may be asked to purchase personal scores for other major works as well. If you are financially unable to purchase your score, please see a chorus council member for borrowing options.*

ATTIRE

- **Singers are responsible for purchase and upkeep of their personal concert attire.**
 - Order your uniform as soon as possible, shipping time, exchanges and alterations.
 - Your attire needs to be ready to wear at the first concert – approximately 8 weeks after the start of rehearsals.
- Singers have two options available as uniforms for concerts (see below).*
- DO NOT wear perfumes, colognes, after-shaves, hair products, lotions or body sprays that are scented. Scents can cause severe allergies in other singers. It is considered unprofessional to wear scents to a rehearsal or performance.
- Simple, understated jewelry is appropriate (be a minimalist and be classy).
- Black closed-toe dress shoes are required for all singers. (If you are wearing pants, BLACK socks are also required).
- Hair accessories must blend with hair color and be unobtrusive.
- Do not wear glitter on your face or in your hair.
- *Concert attire is NOT worn at Dress Rehearsals.*
- For questions about wardrobe please contact a Chorus Council member.

**Many of our “run-out” performances require attire that is slightly different than our regular uniform (often all black). In the event that this happens, clear communication will be given to the singers regarding the requirements.*

UNIFORM OPTION 1

- Black *Georgette* Dress and *Amadeus* Jacket for purchase from Stage Accents
 - DRESS: <http://www.stageaccents.com/georgette-dress.html>
 - JACKET: <http://www.stageaccents.com/amadeus-jacket.html>
 - Dress will need to be hemmed to the appropriate length. It should hit the singer on the top of the foot and should not touch the floor when standing upright.
- Black closed-toe shoes.
- *Optional* - Skin toned hose (NOT black) – note, there is a slit in the back of the dress that will show the tops of knee-highs, so please get full length hose or go without.

UNIFORM OPTION 2

- Black tuxedo. Standard tuxedo jacket with notched lapel (No shawl collars, No tails). Tuxedo pant.
- White pleated tuxedo shirt
- Black bowtie and cummerbund
- Black dress socks (low- to mid-calf, NOT ankle length)
- *Optional*: studs and/or cufflinks should be understated (black is ok)
- Tuxedos can generally be purchased anywhere that suits are available. They can also be ordered from Stage Accents. <http://stageaccents.com>
 - Wool Tux Ensemble: <http://www.stageaccents.com/wool-tux-ensemble.html>
 - Premier Tux Ensemble: <http://www.stageaccents.com/premier-tux-ensemble-289.html>
 - Individual items such as bowtie, cummerbund, etc. can also be ordered from Stage Accents.

SUPPORT OUR ORGANIZATION

The Long Beach Camerata Singers is a non-profit organization. There are many costs associated with making it possible for you to participate in our concerts, including payroll, guest artist fees, rent, marketing, fundraising administrative costs and bank fees. Ticket sales proceeds cover about 25% of our operating costs and the remaining 75% must be covered through fundraising efforts. Our Board of

Directors works hard to raise funds from grants, sponsorships, donations and fundraising events. Their efforts make if possible for you, the singers, to have a top-quality experience with Camerata.

DONATIONS

We realize that not all singers have the means to donate funds to Long Beach Camerata Singers, but if you do, there are multiple opportunities to do so during the year

- **Director's Reception** – This fundraising event is held in August of each year. The event is free and by invitation. Underwriting opportunities are made available to support many of our season's programs.
- **Opening Night Gala** – Generally scheduled for the Thursday before our first concert, this formal dinner is attended by many of Long Beach's business and civic leaders. We present the Beverly O'Neill Arts and Leadership Award to a deserving individual or organization at the event. Sponsorship opportunities and individual tickets are available for purchase.
- **Wine Tasting** – Each February we gather for an afternoon of wine tasting and underwriting to support ChoralFest Long Beach. This is a ticketed event.
- **Evening of Song Underwriting** – Singers and donors may choose to dedicate a piece from this show to a loved one with a donation to the organization.
- **Corporate Matching Funds** – If you are employed by a major corporation, please check to see if they have a matching program. Your cash donation or volunteer time may generate additional funds for Camerata.
- **Corporate Sponsorships and Grants** – Your company may have a program for sponsorships that requires your endorsement in order for us to apply. Your assistance in identifying these hidden opportunities is greatly appreciated.

FUNDRAISING OPPORTUNITIES

- **Sell Tickets:** We do not require singers to sell tickets or to purchase tickets personally. However, you are our frontline ambassadors to an audience committed to the choral arts. We support your efforts with a robust marketing campaign, including tools for email and social media notification. When you sell tickets, you not only help our finances, you are rewarded with an enthusiastic and robust audience at our performances. Please let us know how we can help you sell tickets.
- **Program Ads:** It costs us \$1,000 or more per concert to provide our beautiful programs to our audience. At the beginning of each season we ask you to help us solicit ads from stores and services providers you shop with. A Program Media Kit will be emailed to you before the first rehearsal. Our Marketing Coordinator will be available for questions and assistance.
- **Sees Candy:** We will sell See's Candy as a Holiday fundraiser this year. An order form will be distributed to you in October. Any of your friends and family will be buying these items; please encourage them to buy from us.
- **Silent Auction:** Our June Silent Auction is one of our most important fundraisers of the year. You can help by soliciting gift certificates from restaurants and stores in your neighborhood. You may wish to donate a themed basket, timeshare, boating excursion, or other benefit to which you may have access.
- **Shop at Ralph's /Amazon Smile** – Ralph's grocery store and Amazon Prime will allow you to register Long Beach Camerata Singers to receive a small donation each time you shop there.

PLEASE SUPPORT YOUR CHOIR BY PARTICIPATING IN FUNDRAISERS!

In recognition of the professionalism of our performers, the LBCS Board does not ask you to pay singer dues. The revenue generated through all of the above programs, donations, volunteering and general ticket sales are important to keeping our organization financially healthy. Your participation is essential.

VOLUNTEER OPPORTUNITIES

We can function only with the help of our volunteers. If we need help with setting up chairs, setting up for concerts, finding ushers, etc., please do what you can to help.