

# PCA Cabinet Job Descriptions

**Many hands make light work!**  
***Please note that you can co-chair any of these positions.***  
**All of these positions desperately need your help immediately.**  
**Every chorus parent is a PCA member.**  
**Volunteering to help the Chorus program is a way to support your child's love for music.**

## **Publicity Chair:**

- Let the public know about all of our exciting events.
- Get flyers, signs, brochures printed and send information to communities and local media.
- Invite local media to cover the events.

## **Ensemble Liaison (Currently seeking: Women's Chorale Liaison; Chamber Singers' Liaison, Show Choir Liaison):**

- Similar to being the "Class Mom/Dad" from our Elementary School Days
- Handle communication between the Booster President, Choral Director and your child's ensemble.
- Ask for and coordinate the volunteers needed for events that involve your child's ensemble.

## **Sing Strong Coordinator:**

- Honored to host this international music festival for the last 3 years.
- Coordinate volunteers to handle ticket sales, hospitality, booster sales, set up, clean up
- Constant communication with SingStrong Producers (Rita Gigliotti, Diana Preisler and Jonathan Minkoff)

## **District XII Adjudication Festival Chair**

- Annual State music adjudication festival. SLHS will host every 3 years (first time we have hosted in over 6 six years due to renovation)
- Coordinates volunteers to work the 2 day event (registration, tabulation, hospitality, signs, set up, booster sales)
- Works closely with Mrs. Gigliotti

## **Transportation Chair:**

- Organize carpools for students to get to certain events.
- Contacting parents of the singers involved to arrange for car pools.

## **Spring Trip Chair:**

- Manage and collect all Spring Trip form, \$
- Organize volunteers for Spring Trip Check-In night
- Organize chaperones and information

## **Concert/Performance Chair:**

- Hand out and collect uniform accessories (pearls, tuxes, bow ties)
- Coordinating a water run or water donations for our singers before the concert
- Coordinating concert set up and clean-up crew
- Assisting Mrs. Gigliotti with all non-musical concert tasks

## **Broadway Night Chair:**

- Coordinating volunteers to help build set pieces
- Coordinating volunteers to assist with costume needs.
- Making sure there is water and snacks for long rehearsal nights
- Coordinating volunteers for the show to take tickets and maintain booster sales
- Coordinate a set up and clean-up crew to assist the students

**Photographer:**

- Take pictures at all events for the website and media.
- Work with the Publicity Chair.

**Awards/Gifts Chair:**

- Purchase and put together treat bags, awards, gifts, rewards etc...for chorus events throughout the year.
- You will be reimbursed by the PCA for any expenses.

**Banquet Chair:**

- Organizes the Spring Awards Banquet: contact caterer, send out information to parents, collect \$
- Recruit parents to volunteer with set up and clean up

**Senior Recital Chair:**

- Usually a Junior Class parent
- Coordinate the reception for the Senior students and parents following the recital (work with Awards/Gifts Chair).

**District Chorus Chair:**

- Collect and organize forms and \$
- Work with transportation chair to arrange carpools