

Saint Cecilia Music Guild Music Department Volunteer Opportunities – Current Needs

We have an ongoing need for one volunteer to come in for at least two [2] hours per week to do the following:

- Sharpen pencils
- Replenish water cups in the Music Lobby
- Distribute music brochures to several stations around the Cathedral complex
- Sort through bulletins from the previous Sunday to make sure there's no music discarded with them!
- Put incoming music (with which the choir is finished) in order
- File psalms and descants with which the choir is finished

This same volunteer would also help with once-in-a-while tasks such as:

- Stamping and numbering music that has just been ordered, and putting it into choir cubbies
- Getting a stack of music ready for a new member of the choir
- Filing Stephen Tappe's personal music
- Keeping the robe supply organized
- Helping to update the choir photo board
- Labeling choir lockers and cubbies
- Addressing music brochures to mail to new members of the mailing list
- Check all music stand lights to make sure they work

Other ongoing needs, for which we need several people (which do not have to be a weekly commitment, but as your schedule permits), include:

- selling mugs at concerts and following Sunday morning services
- Ushering at concerts (may include operating sound desk and lights, ticket sales, counting offering, etc.)

I especially need extra ushers and Will Call personnel for our annual *Messiah* concert on December 12, 2010!

I also need a volunteer who enjoys computer work for one or more of the following one-time projects (some of which can be done from home at your leisure if you prefer – indicated with “h”):

- Post our upcoming concerts on about a dozen local online calendars (h)
- Use Shelby to make sure *Messiah* ticket purchasers are on our list to receive a music brochure
- Research contact information for arts-supporting businesses to whom we want to send a brochure (h)
- Research several collaborative opportunities for the Music Dept (People's Fair, Denver Arts Week) (h)
- Enter all our orchestral scores and parts into our online music library